

Inspection Request for Construction Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Inspector's Name]

[Inspector's Title]

[Inspection Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Inspector's Name],

I am writing to formally request an inspection for our construction project located at [Project Address]. We are currently at the [specify phase, e.g., foundation, framing, etc.] stage, and would like to ensure compliance with all relevant codes and regulations.

We propose the following date and time for the inspection: [Insert Date and Time]. If this is not convenient, please let us know your availability.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]