

# Inspection Request for Obstructed Drainage

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Job Title]

[Insert Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request an inspection regarding an issue with obstructed drainage at [insert location/address]. It has come to my attention that the drainage system appears to be compromised, resulting in potential flooding and water damage.

The obstruction has been observed since [insert date of first observation], and despite attempts to mitigate the issue, it has persisted. This presents not only a nuisance but also a risk to property and safety in the area.

I kindly request that your team conduct a thorough inspection at your earliest convenience. Please let me know a suitable time for your visit or if any further information is required.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Address]

[Your Phone Number]

[Your Email Address]