

Request for Balcony Safety Inspection

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request a safety inspection of the balcony located at [Insert Address or Location of the Balcony]. Given recent concerns about the condition of outdoor structures, I believe it is important to ensure that the balcony meets all safety standards.

The inspection would help identify any potential hazards and ensure the safety of residents and visitors. I would appreciate it if you could schedule this inspection at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]