

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Land Survey Completion Report

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the completion report for the land survey conducted on [specific land or property description] on [date of survey]. This information is crucial for my ongoing project and planning.

Please let me know if there are any fees associated with obtaining this report or if you require any further information from my side to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position, if applicable]