

[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]

Dear [Recipient Name],

I am writing to formally request permission to inspect the following documents related to [specific purpose, e.g., ongoing project, audit, etc.], which I believe are essential for [brief explanation of the reason for inspection].

The documents I would like to review include:

- [Document 1]
- [Document 2]
- [Document 3]

It is my intention to review these documents on [preferred date(s)], if that is convenient for you. Please let me know if there are any forms or procedures I need to complete prior to the inspection.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]