

Inquiry Letter for Next Steps After Inspection Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the next steps following the recent inspection report received on [Insert Date]. The report contained several key points that I believe require further discussion and clarification.

Could you please provide guidance on the following concerns:

- [Concern 1]
- [Concern 2]
- [Concern 3]

Additionally, I would appreciate any updates on timelines or actions that need to be taken in response to the findings of the inspection.

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

Sincerely,

[Your Name]