

# Attic Ventilation Compliance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Inspection Office/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Inspector's Name/Title],

I am writing to formally request an inspection of the attic ventilation system at my residence located at [Property Address]. This request is to ensure compliance with local building codes and regulations regarding proper ventilation.

According to [relevant code or regulation], it is essential to maintain adequate airflow in the attic space to prevent moisture buildup and ensure structural integrity. I would appreciate your assistance in scheduling a convenient time for this inspection.

Please let me know what documentation or information you may require prior to the inspection. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]