

Request for Playground Equipment Safety Inspection

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Organization/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a safety inspection of the playground equipment at [location of the playground]. As part of our commitment to ensuring the safety and well-being of the children who use this facility, it is imperative that we perform regular checks on the equipment.

We would appreciate it if you could schedule an inspection at your earliest convenience. Please let us know your available dates and times so we can accommodate.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Company Name]