

Playground Inspection Report Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the playground inspection report submitted on [Insert Inspection Date]. As per our previous discussions, we want to ensure that all identified issues are addressed promptly to maintain the safety and enjoyment of our community's playground.

Please find below a summary of the notable findings from the report:

- [Finding 1]
- [Finding 2]
- [Finding 3]

We would appreciate your feedback on the action plan for these issues by [Insert Date]. Additionally, if you require any assistance or further information to facilitate the repairs, please do not hesitate to reach out.

Thank you for your attention to these important matters. Our community greatly values the safety and quality of our playgrounds.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]