

# Site Inspection Request for Construction Project

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request a site inspection for the [Project Name] construction project located at [Project Address]. The inspection is necessary to ensure compliance with the project specifications and to address any potential issues.

We propose the following dates for the site inspection:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

Please let us know your availability on the proposed dates or suggest an alternative date that works for you. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]