

# Site Inspection Request for Environmental Assessment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a site inspection for the purpose of conducting an environmental assessment at [Location/Project Name] which is scheduled for [Proposed Date]. This assessment is essential to ensure compliance with local environmental regulations and to mitigate any potential impacts.

The specific areas of concern we would like to address during this inspection include:

- [Area of Concern 1]
- [Area of Concern 2]

- [Area of Concern 3]

Please let us know a suitable time for you, and if necessary, any documentation you would like us to prepare ahead of the visit. We appreciate your cooperation and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]