

Site Inspection Request for Fire Safety Audit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a site inspection for a fire safety audit at [Location/Facility Name]. As part of our ongoing commitment to ensure the safety and compliance of our premises, we believe that a comprehensive audit will help identify any potential hazards and improve our fire safety measures.

Please let us know your available dates for the inspection, preferably within the next two weeks. We are eager to work with you and appreciate any recommendations you may have regarding this process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]