

Site Inspection Request for Structural Integrity Assessment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request a site inspection for a structural integrity assessment at [Location/Project Name] on [proposed date or timeframe]. The purpose of this inspection is to assess the current condition of the structure and identify any potential issues that may require attention.

We have observed [briefly describe any observed concerns or issues] and believe that a thorough evaluation by your team is necessary to ensure safety and compliance with relevant standards.

Please let us know your availability for the inspection, as well as any specific requirements or preparations needed on our part ahead of your visit.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]