

Request for Building Inspection

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a building inspection for the property located at [Property Address] in relation to our upcoming renovation project.

The proposed renovations are scheduled to begin on [Start Date], and we would appreciate your assistance in conducting the inspection at your earliest convenience to ensure compliance with all necessary regulations and guidelines.

Please let us know your available dates for the inspection. We are flexible and can adjust our schedule to accommodate yours.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]