

Building Inspection Coordination

Date: [Insert Date]

To: [Inspector's Name]

[Inspector's Title]

[Inspector's Organization]

[Inspector's Address]

Subject: Coordination of Building Inspection for New Construction

Dear [Inspector's Name],

I hope this message finds you well. I am writing to coordinate the building inspection for our new construction project located at [Project Address]. We are eager to ensure that all aspects of the project meet the required standards and regulations.

The construction is currently at the following stage: [Describe stage, e.g., "framing complete, ready for the rough-in inspection"]. We would like to schedule an inspection at your earliest convenience to proceed with the next steps of the project.

Please let us know your available dates and times for the inspection. We appreciate your cooperation and expertise in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]