

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a building inspection for the property located at [Property Address], submitted on [Date of Initial Request].

As we discussed, the inspection is crucial for ensuring the safety and compliance of the building. I would appreciate any updates regarding the status of my request and if any further information is needed from my side.

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

Sincerely,

[Your Name]