

Request for Expedited Building Inspection

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Building Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an expedited building inspection for emergency repairs at my property located at [Property Address]. Due to [briefly describe the emergency situation, e.g., a burst pipe, fire damage], immediate attention is required to ensure the safety and integrity of the structure.

The situation poses a significant risk to [mention any relevant concerns, e.g., safety of occupants, property damage, etc.], and therefore, I kindly ask for your assistance in scheduling an inspection at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]