

# Construction Procurement Request for Site Assessment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Procurement Request for Site Assessment

I am writing to formally request a site assessment for our upcoming construction project located at [Project Location]. As we move forward with the planning and development process, it is essential to have a thorough understanding of the site conditions.

We would appreciate it if your team could provide the necessary expertise in assessing the following:

- Soil stability
- Drainage issues
- Environmental considerations
- Geotechnical surveying

We kindly ask that you provide us with a proposal outlining your services, timeline, and pricing at your earliest convenience. Please let us know if you require any further information or if there are forms we need to complete prior to the assessment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]