

Site Assessment Inquiry

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the possibility of conducting a site assessment for the [specific location or project name] located at [address or coordinates]. As part of our planning process, we are interested in evaluating the site conditions, including soil stability, environmental impacts, and any potential zoning issues that may affect project feasibility.

We would appreciate your assistance in providing the necessary information and guidance on the assessment process. Specifically, we would like to know:

- The required permits and approvals needed for the site assessment.
- The expected timeline for the evaluation process.
- Any specific studies or reports that have been previously conducted on this site.

We believe that a comprehensive assessment will allow us to make informed decisions moving forward. Please let us know a convenient time for us to discuss this matter further.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]