

# Installation Verification Inquiry

To: [Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient Name],

We are writing to request confirmation of the installation verification for the [Project Name] project, in accordance with our compliance requirements. As part of our commitment to maintaining the highest standards, it is essential to ensure that all components of the installation have been properly executed.

Specifically, we would like to verify the following:

- Installation Date
- Installed Components
- Compliance with Project Specifications
- Quality Assurance Measures Implemented

We appreciate your prompt attention to this matter and anticipate your detailed response by [Response Deadline]. Should you require any further information or clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]