Application Deployment Fitness Check Request

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a fitness check for the upcoming deployment of [Application Name]. This process is crucial to ensure that the application meets all necessary requirements and functions as intended before going live.

We aim to conduct the fitness check on [Proposed Date] and would appreciate your confirmation of availability for this process. Please find attached the relevant documentation regarding the application specifications and deployment objectives.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]