

Building Code Compliance Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a follow-up regarding our previous correspondence on [Insert Previous Correspondence Date] relating to the compliance with the building codes for [Insert Project/Location Name].

As you are aware, it is imperative that all construction activities adhere to the necessary regulations to ensure safety and structural integrity. We would like to confirm the status of the required compliance measures and if any outstanding issues have been addressed.

We appreciate your prompt attention to this matter and ask that you provide an update by [Insert Deadline Date]. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]