

Job Site Inspection Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a job site inspection for the [Project Name] project at [Job Site Location]. This inspection is crucial for our upcoming milestone review scheduled for [Insert Date of Review].

We have made significant progress on the project, and we would appreciate your presence to assess our work and ensure compliance with the project specifications. Specifically, we would like to review the following milestones:

- [Milestone 1 Description]
- [Milestone 2 Description]
- [Milestone 3 Description]

Please let us know your available dates and times for the inspection, so we can accommodate accordingly. Your insights are invaluable in maintaining the project's quality and timeline.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]