

Construction Equipment Maintenance Request

Date: [Insert Date]

To: [Insert Maintenance Supervisor's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Request for Inspection of Construction Equipment

Dear [Maintenance Supervisor's Name],

I am writing to request an inspection of the following construction equipment:

- Equipment Type: [Insert Equipment Type]
- Model: [Insert Model]
- Serial Number: [Insert Serial Number]
- Location: [Insert Location]

We have noticed [briefly describe the issues or reasons for inspection], and it's essential that we address these concerns promptly to ensure the safety and efficiency of our operations.

Please let us know your availability for conducting the inspection at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]