

Quality Assurance Request for Construction Work

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient Name],

We are writing to formally request a quality assurance inspection of the ongoing construction work at [Insert Project Site/Location]. As part of our commitment to maintaining the highest standards, we would like to ensure that all construction activities align with the approved plans and specifications.

The scope of the work to be inspected includes:

- [Detail the specific areas/items to be inspected]
- [Detail the specific areas/items to be inspected]
- [Detail the specific areas/items to be inspected]

We request that the inspection be scheduled for [Insert Proposed Inspection Date], but we are open to alternative dates that may better suit your availability.

Please confirm your receipt of this request and let us know if you require any further information to facilitate this inspection.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]