

Property Risk Assessment Request

Date: **[Insert Date]**

To: **[Recipient's Name]**

Title: **[Recipient's Title]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

City, State, Zip: **[Recipient's City, State, Zip]**

Dear **[Recipient's Name]**,

I hope this message finds you well. I am writing to formally request a comprehensive property risk assessment for **[Property Address or Description]**. As part of our ongoing commitment to maintaining safety and mitigating potential risks, it is essential to evaluate the current conditions and identify any vulnerabilities associated with the property.

The areas I would like to focus on during the assessment include:

- Structural integrity
- Fire safety measures
- Environmental hazards
- Security risks
- Compliance with local regulations

We would appreciate it if you could provide us with your availability for conducting this assessment at your earliest convenience. Should you require any additional information, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]