Date:

Name of the sender:  
Address of the sender:  
Name of the recipient:  
Address of the recipient:

**Subject: A request for inspection**

I am (mention your name), working as a (mention your designation) in a (mention the name of construction company). This letter is being written to make a formal request with reference to the construction project that was initiated on 10th Oct 20XX.

It is to inform you that the construction project has been completed and it is being requested that you should inspect the construction project as per the predefined protocol.

For any questions or further information, feel free to contact me. I am waiting for your kind response.

Regards,

Name of the sender  
Signatures of the sender