Sender’s name:  
Address of the sender:

Date:

Receiver’s name:  
Address of the receiver:

**Subject: A request for inspection of [X]**

Dear Sir,

Most respectfully, my name is [NAME] and I am working as an [Designation] in ABC Company. I have worked on the order that you place on 5th October 20XX. Your order number was [X] and there were 5 items in the order. The invoice number issued against this order is [X]. Since the order is complete and ready to be delivered, I would like to humbly request you to visit the store located at (mention the address of the store) and inspect the material and equipment.

As per the agreement with you, we cannot deliver the material and equipment to you unless you examine them thoroughly and approve them for delivery. Please consider this request letter as an invitation to our store for the inspection of all the equipment you have ordered. If you have any query regarding this letter, please don’t hesitate to contact me on (mention your phone number).

Truly,

Name of the sender,  
Designation of the sender in the company

Signatures