

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a vehicle inspection for my [make, model, year of vehicle] with the VIN [insert VIN here]. The inspection is required for [state reason - e.g., registration, compliance, etc.]. Please let me know your available dates and times for the inspection, as well as any documents or fees that I need to prepare in advance.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]