

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

Dear [Recipient's Name],

Subject: Request for Immovable Property Inspection

I hope this letter finds you well. I am writing to formally request an inspection of the immovable property located at [Property Address] on [desired date(s)].

The purpose of this inspection is to [briefly explain the reason, e.g., assess its condition, evaluate for purchase, etc.]. I believe that a thorough inspection will assist in making an informed decision regarding [state your intention, e.g., acquisition, maintenance, etc.].

Please let me know your availability or if there are any specific requirements or procedures I should follow for this inspection.

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

Sincerely,  
[Your Name]