

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Contractor's Name]
[Contractor's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: PVC Pipe Assessment Request

I hope this message finds you well. We are writing to formally request an assessment of the PVC pipes located at [specific location or project name]. We have noticed [briefly describe any issues or concerns, if applicable] and would like your expertise to evaluate the situation. Please let us know your availability to conduct this assessment and any specific documentation or information you may need from us beforehand. Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]