

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

[Recipient Name]
[VDOT Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for VDOT Inspection

I am writing to formally request an inspection by the Virginia Department of Transportation (VDOT) for [specific location or project name], located at [address or description of the site].

The purpose of the inspection is to [briefly explain reason, e.g., assess road conditions, evaluate safety features, check compliance with standards]. We believe that a thorough inspection will help ensure that [mention any specific concerns or objectives].

Please let us know your availability for this inspection and any necessary steps we need to follow to facilitate the process. We are looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]
[Your Contact Information]