

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention several issues regarding the vehicle inspection process conducted on [date of inspection] for my vehicle, [Vehicle Make, Model, Year, VIN].

[Briefly describe the specific issues encountered during the inspection, e.g., discrepancies in results, delays, lack of communication, etc.]

I would appreciate your prompt attention to these matters as they have caused [briefly explain any impact these issues have had, e.g., inconvenience, additional costs, etc.].

Please let me know how we can resolve these issues expediently. I look forward to your response.

Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]