

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

Dear [VDOT Contact Name or "To Whom It May Concern"],

Subject: Inspection Request for [Project/Location Name]

I am writing to formally request an inspection by the Virginia Department of Transportation (VDOT) for [briefly describe the project or location, e.g., "the new road construction at Main Street and First Avenue" or "the recent highway repair at mile marker 45"].

The purpose of this inspection is to [explain the reason for the inspection request, e.g., "ensure compliance with safety standards," "assess current conditions," or "evaluate progress"].

Please let us know your available dates for the inspection and any required documentation we should prepare in advance.

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

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]