

# Professional Inquiry Letter Requesting Permission for Site Inspection

[Your Name]  
[Your Position/Title]  
[Your Organization/Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position/Title]  
[Recipient Organization/Company Name]  
[Recipient Address]  
[City, State, ZIP Code]

Subject: Permission Request for Site Inspection

Dear [Recipient Name],

I am writing to formally request permission to conduct a site inspection at [Site/Facility Name and Address]. The purpose of this inspection is to [briefly state the purpose, e.g., assess compliance with safety standards, evaluate ongoing operations, etc.]. As part of our standard procedure, we aim to ensure that our practices align with all regulatory requirements and organizational safety protocols.

We kindly propose to conduct the inspection on [proposed date(s) and time(s)]. The inspection team will consist of [number of people/names and titles, if applicable], and it is expected to take approximately [duration]. We will ensure that our visit causes minimal disruption to your regular operations.

Please let us know if the proposed date and time are convenient or if alternative arrangements would be preferable. If prior documentation or specific procedures are required, kindly advise us so we can comply with all necessary protocols.

We appreciate your cooperation and look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/Company Name]