

Form 11: Letter Requesting an Inspection

Your Name

Your Address

Date (very important)

Board of Health

Address

Dear Sir/Madam:

I am writing to request that you conduct an inspection of my apartment and the common areas of the building in which it is located for violations of the state sanitary code. My name, address, and telephone number are as follows:

Name:

Address:

Telephone Number:

My landlord's name and address are as follows:

Name:

Address:

I would appreciate it if you would please call me as soon as possible to schedule a time for this inspection, so that I can be home at that time.

Thank you for your prompt attention to this request.

Sincerely,

Your Signature