

# Form 11: Letter Requesting an Inspection

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*Your Name*  
*Your Address*

*Date (very important)*

Board of Health  
*Address*

Dear Sir/Madam:

I am writing to request that you conduct a comprehensive 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*