

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Warehouse Manager Name]

[Warehouse Name]

[Warehouse Address]

[City, State, Zip Code]

**Subject: Request for Inspection of Goods - Receipt #[Receipt Number]**

Dear [Warehouse Manager Name],

I am writing to formally request a physical inspection of the goods currently held at your facility under Warehouse Receipt Number **[Receipt Number]**, issued on **[Date of Receipt]**.

We wish to verify the current condition, quantity, and packaging of the following items:

- [Description of Item 1]
- [Description of Item 2]
- [Description of Item 3]

We would like to schedule this inspection for **[Requested Date]** at **[Requested Time]**. Our representative, **[Name of Representative]**, will be present to conduct the walkthrough. Please let us know if this time is convenient or if we need to coordinate an alternative slot.

Please ensure that the relevant bay areas are accessible and that any necessary handling equipment is available if moving pallets is required for a full view.

Thank you for your cooperation. I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]