

**Site Progress Request Letter**

**To:** ContactsFullName  
ContactsPrintAddress  
(By Email)

**Date:** TodaysDate

**Our Reference:** ProjectNumber  
**Site Address:** SiteAddressCommas  
**Description of Works:** Proposal

**Please do not ignore this letter**

Dear ClientFirstName,

As the appointed Registered Building Control Approver for your building project, we are required under The Building Regulations to assess your ongoing project for compliance. You are also required under our agreement terms and conditions that you will inform us of any delays to the building works and we should be informed of any such delays or reasons for not being requested to inspect progress on site.

Please respond to us by email an update on site progress as we have not heard from you or your builder since our last inspection on LastCompletedInspectionDate and our last emailed correspondence dated .....

If we are unable to assess compliance with The Building Regulations by undertaken the inspections of the agreed stages of works throughout the project and on completion, then we may be unable to issue the Final Certificate on completion of works.

As the Dutyholder for the project you have signed a declaration under The Building Regulations to agree that you will plan, manage and monitor the project.

If you could contact us to arrange a site inspection or update us with an email to advise us what works are in progress on site, so we can advise you of the next site inspection required.

Kind regards,



Pauline Mullee BSc (Hons) C.Build E MCABE IEng  
Registered Building Inspector  
Class 2/4 Technical Manager  
**Director - Mullee Associates Limited**  
**Registered Building Control Approver**

**Copied by Email to:** Sara Chetcuti (Mullee Associates); PCFullName (PCCompanyName ) ; PDFullName ( PDCompanyName )