

Hotel Inspection Schedule

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

Dear [Hotel Manager's Name],

This is to inform you that an inspection of your hotel has been scheduled as follows:

Inspection Details

- **Date of Inspection:** [Insert Date]
- **Time:** [Insert Time]
- **Inspection Team:** [Team Members Names]
- **Areas to be Inspected:** [List of Areas]

Please ensure that all necessary arrangements are made for the smooth conduct of the inspection.

Should you have any questions, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]