

Subject: Follow-Up on Pre-Shipment Inspection Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the scheduled pre-shipment inspection for [Product/Order Number].

As discussed, we had planned for the inspection to take place on [Date]. I wanted to confirm that the appointment is still set and whether there are any additional details or documents you might need from us prior to the inspection.

If there are any changes or if you require further assistance, please do not hesitate to contact me directly.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]