Pre-Shipment Inspection Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you about the arrangements for the pre-shipment inspection of your order with us. The details are as follows:

- **Inspection Date:** [Insert Inspection Date]
- **Location:** [Insert Inspection Location]
- **Inspection Agency:** [Insert Agency Name]

Kindly ensure that all necessary documentation and products are available for the inspection. Please confirm your availability for the inspection on the scheduled date.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]