

# Pre-Shipment Inspection Checklist Submission

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to submit the Pre-Shipment Inspection Checklist for your review. This checklist is part of our compliance requirements and serves to ensure that all products meet quality standards prior to shipping.

## Checklist Details:

- Order Number: [Insert Order Number]
- Product Description: [Insert Product Description]
- Inspection Date: [Insert Inspection Date]
- Inspected By: [Insert Inspector's Name]

Attached to this letter, you will find the completed checklist along with any relevant documentation. We appreciate your prompt attention to this matter and look forward to your confirmation.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]