

Pre-Shipment Inspection Date Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a date for the pre-shipment inspection of your order with us.

We suggest conducting the inspection on [Proposed Date] at [Proposed Time]. This will allow us sufficient time to ensure that all quality standards are met before shipping.

Please let us know if this date is convenient for you or if there are any adjustments we should consider.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]