

Dear [Inspector's Name],

I hope this message finds you well. We are writing to request the scheduling of a pre-shipment inspection for our upcoming shipment scheduled for [Date]. The details are as follows:

- **Product:** [Product Name and Description]
- **Quantity:** [Quantity]
- **Shipment Date:** [Shipment Date]
- **Inspection Location:** [Inspection Address]

We kindly ask you to confirm your availability for the inspection on or before [Proposed Dates]. If there are any necessary documents required for the inspection, please inform us so we can prepare them in advance.

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

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]