

# Request for Pre-Shipment Inspection Appointment Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Inspection Company Name]

[Inspection Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of our scheduled pre-shipment inspection appointment for the goods we plan to ship.

Details of the inspection are as follows:

- Inspection Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Reference Number: [Insert Reference Number]

Kindly confirm your availability for the mentioned date and time at your earliest convenience. Should you require any further information or amendments to the schedule, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]