

Request to Reschedule Pre-shipment Inspection

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Inspector's Name]
[Inspection Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Inspector's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of the pre-shipment inspection originally set for [original date and time].

Due to [brief reason for rescheduling], we are unable to proceed with the inspection on the scheduled date. We kindly ask if it would be possible to reschedule the inspection to a later date, preferably between [new proposed dates].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]