

# Construction Project Inspection Scheduling

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are writing to formally schedule an inspection for the [Project Name] at [Project Location]. The inspection is a crucial part of our project timeline, and we would like to ensure that all necessary parties are available.

**Proposed Inspection Date:** [Insert Date]

**Time:** [Insert Time]

**Contact Person:** [Insert Contact Person's Name and Number]

Please confirm your availability for the proposed date and time. If you have any other preferences or require additional arrangements, feel free to reach out.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]