

# Confirmation of Location Inspection Meeting

Dear [Recipient's Name],

We are writing to confirm the scheduled inspection meeting at the following location:

**Location:** [Location Address]

**Date:** [Date]

**Time:** [Time]

Please let us know if you have any questions or if you require any additional information prior to the meeting.

We look forward to seeing you there.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]