

# Notification of Event Facility Clearance

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to notify you that the facility used for [Event Name/Description] has been successfully cleared and is now ready for use. All required inspections have been completed, and we appreciate your cooperation throughout the process.

Please ensure that all items related to the event are removed by [Date/Time]. If you have any further requirements or need additional assistance, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]