

# Heating System Inspection Scheduling

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a safe and efficient environment in your commercial property, we would like to schedule an inspection of the heating system.

Proposed Date and Time: [Insert Proposed Date and Time]

During this inspection, our qualified technicians will assess the system to ensure it is operating at optimal efficiency and address any potential issues before the heating season begins.

Please confirm your availability for the proposed date and time or suggest an alternative that may be more convenient. Your prompt response will help us ensure the inspection is completed in a timely manner.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Contact Information]