

# Lighting System Inspection Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that a scheduled inspection of the lighting systems at [Location] will be conducted on [Inspection Date]. This inspection is a routine procedure to ensure safety and compliance with all relevant regulations.

Details of the inspection are as follows:

- Inspection Date: [Insert Date]
- Time: [Insert Time]
- Duration: Approximately [Insert Duration]
- Conducted by: [Inspection Company/Inspector Name]

Please ensure that the site is accessible and that any necessary preparations are made prior to the inspection.

If you have any questions or concerns regarding this inspection, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]