

# Safety Equipment Inspection Reminder

Dear [Recipient's Name],

This is a friendly reminder that the annual safety equipment inspection for [Location/Department] is scheduled for [Date].

Please ensure that all safety equipment, including fire extinguishers, first aid kits, and personal protective equipment, are readily accessible and in proper working order.

If you have any questions or need assistance prior to the inspection, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]