

Notice to Stakeholders

Date: [Insert Date]

To: [Stakeholders' Names or Group]

Dear [Stakeholder's Name],

We would like to inform you that a building inspection is scheduled to take place on [Insert Date(s)]. This inspection is a crucial part of our ongoing commitment to ensure the safety and compliance of our facilities.

The inspection will be conducted by [Inspector's Name/Company] and is expected to begin at [Start Time] and conclude by [End Time]. Please be advised that during this time, access to certain areas of the building may be restricted.

We appreciate your understanding and cooperation in this matter. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]