

Building Inspection Scheduling

Date: [Insert Date]

To: [Recipient's Name]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a building inspection for safety compliance is scheduled for [Insert Date and Time]. This inspection will ensure that the premises meet the required safety standards and regulations.

Please ensure that access to all necessary areas of the building is available during the inspection. If you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Your Contact Information]