

On-Site System Evaluation Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that your site has been selected for an on-site system evaluation scheduled for [Insert Date(s)]. This evaluation is part of our ongoing efforts to ensure compliance with [Insert Relevant Standards/Regulations].

The purpose of this evaluation is to assess the effectiveness and efficiency of the systems in place at your location. Our evaluation team will be comprised of [Insert Team Members/Positions], who will work closely with your staff during the assessment process.

Please ensure that the necessary arrangements are made for the evaluation team's visit. We would appreciate your cooperation in facilitating access to all relevant areas and documentation.

Should you have any questions or require further information prior to the evaluation, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to working with you during the evaluation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]