

Inspection Scheduling Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a building code compliance inspection for your property located at [Property Address] has been scheduled. This inspection is essential to ensure that all construction and modifications comply with the local building codes and safety regulations.

Inspection Details:

- Date of Inspection: [Insert Date]
- Time of Inspection: [Insert Time]
- Inspector Name: [Insert Inspector's Name]
- Contact Information: [Insert Contact Information]

Please ensure that access to the property is available at the scheduled time and that all necessary documents related to the construction are readily available for review.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]