

Facility Safety Inspection Date Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the scheduled date for the facility safety inspection. The inspection will take place on [Inspection Date] at [Time].

We appreciate your cooperation and commitment to maintaining a safe working environment. Please ensure that all necessary personnel are available on this date.

If you have any questions or need to reschedule, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]