

Safety Inspection Confirmation

Date: [Insert Date]

To: [Food Establishment Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

This letter is to confirm that a safety inspection has been scheduled for your establishment, [Food Establishment Name]. The details are as follows:

- **Date of Inspection:** [Insert Date]
- **Time of Inspection:** [Insert Time]
- **Inspecting Officer:** [Name of Inspector]

We appreciate your cooperation in ensuring the safety and well-being of your patrons. Please make sure that the establishment is prepared for the inspection.

If you have any questions or require further information, feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]