

# Safety Inspection Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the scheduled safety inspection for your industrial facility located at [Facility Address]. The inspection is set to take place on [Inspection Date] at [Inspection Time]. Our team will thoroughly assess your facility to ensure compliance with safety regulations and standards.

Please ensure that all necessary staff members are available during the inspection and that all safety protocols are followed. If you have any questions or require further information, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]