

Safety Inspection Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that a safety inspection of your workplace will be conducted on [Insert Date of Inspection] as part of our commitment to maintaining a safe and compliant work environment.

The inspection will cover various aspects of workplace safety, including but not limited to:

- Emergency procedures
- Hazardous materials handling
- Personal protective equipment usage
- Workplace ergonomics

Please ensure that all relevant personnel are available during the inspection and that all safety documentation is readily accessible.

Thank you for your cooperation in this important matter. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]