

# Building Compliance Inspection Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to inform you that a building compliance inspection has been scheduled for your property located at [Property Address]. The inspection is part of our efforts to ensure all structures meet current building codes and safety standards.

**Date of Inspection:** [Insert Date]

**Time of Inspection:** [Insert Time]

**Inspector:** [Inspector's Name]

Please ensure that access to the building is provided and that any necessary preparations are made prior to the inspection. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]