

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring compliance with industry standards and enhancing our mutual business relationship, we would like to schedule a visit to your facility for a compliance check.

We propose the following dates for the visit:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

Please let us know your availability for any of the proposed dates, or propose alternate dates that might work better for you. Our team is looking forward to working together to ensure compliance and quality assurance.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]