

# Confirmation of Alcohol Licensing Inspection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the scheduling of your alcohol licensing inspection. This inspection will take place on [Insert Date] at [Insert Time], at your establishment located at [Insert Address].

Please ensure that you have all necessary documentation and that your premises are ready for the inspection. If you have any questions or require additional information prior to the inspection, do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]