Sender’s Name

Sender’s Address

Date:

To,

[Mention the name]

[Mention the address]

Subject: Invitation Letter for Inspection

Dear sir/madam

As a [designation details] of [mention the company name], I am writing this letter on behalf of my company so as to invite you to perform the planned inspection. The company is waiting for your arrival so that we can continue our operations once the inspection is performed. I would like to mention that we are expecting your visit by the coming month.

It will be very kind of you if you let us know your schedule. We are waiting for your response. We will be honored if you accept our invitation as soon as possible. Thanking you in anticipation.

Yours Sincerely

[Name of the sender]

[Designation of the sender]