



Dear (building contact, business name),

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Thank you for allowing us to visit your property at (insert address here) \_\_\_\_\_  
on (insert scheduled date) \_\_\_\_\_ at (insert time—start and end time) \_\_\_\_\_ for  
a practice fire safety inspection. We appreciate this opportunity to work with you and provide this essential  
training for area firefighters. Unless it will impede your usual business practice, we'd like you or a building  
representative to accompany us. Please feel free to ask any questions you may about fire code and safety  
concerns during this time.

Please note that this walk-through is for educational purposes only. However, a copy of the findings will be  
provided to you at your request. If you have further questions, contact (insert best contact info  
here) \_\_\_\_\_.

Thanks again,

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(insert sender's name and contact info here)