

Provisional Visit Acceptance Letter

Subject: Provisional Confirmation of Your Visit

Dear [Name],

We acknowledge the receipt of your request to visit our facility on [Date]. We are pleased to provisionally accept your visit, pending final approval from [Authority/Department]. This conditional acceptance is subject to the completion of necessary security checks and availability of required staff.

We will notify you promptly once the final confirmation is granted. In the meantime, kindly prepare the documents requested and ensure compliance with our visitor protocols.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization]

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