

# Tenant Exit Inspection Coordination

Date: [Insert Date]

Dear [Tenant's Name],

As your lease is coming to an end on [Insert Lease End Date], we would like to schedule an exit inspection of the property located at [Insert Property Address]. This inspection is a necessary step to ensure that the property is in good condition for the next tenant.

Please let us know your availability for the inspection on the following dates:

- [Insert Date 1]
- [Insert Date 2]
- [Insert Date 3]

If none of these dates work for you, please suggest a time that is convenient. We appreciate your cooperation in this matter.

Thank you for being a valued tenant, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company/Property Management Name]