

Damage Inspection Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This notice serves to inform you that an inspection of the flooring in your unit located at [Unit Address] will be conducted on [Inspection Date] at [Inspection Time]. This inspection is necessary due to reports of damage to the flooring.

Please ensure that access to your unit is available during this time. If you have any conflicts with the scheduled time, please contact us at [Contact Information] to arrange an alternative.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]