

Notification of Flooring Assessment Process

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to inform you about the upcoming flooring assessment process scheduled for your unit [Unit Number] on [Date]. The assessment is part of our commitment to maintaining a high standard of living for all our tenants.

During the assessment, our maintenance team will evaluate the current flooring condition and discuss any potential improvements or repairs that may be necessary. We aim to minimize disruption and ensure the process is as smooth as possible.

Please ensure that your home is accessible on the day of the assessment. If you have any questions or cannot accommodate our schedule, do not hesitate to reach out to us at [Property Management Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company Name]
[Contact Information]