

Notice of Flooring Damage Inspection

Date: [Insert Date]

Dear [Tenant's Name],

This letter serves to inform you that a scheduled inspection of the flooring damage in your unit will take place on [Insert Inspection Date] at [Insert Time]. Our aim is to assess the damage and discuss potential repairs.

Please ensure that you are available during this time to allow access to your unit. If the scheduled time is not convenient, please contact us at your earliest convenience to arrange an alternative.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]