

Tenant Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Flooring Assessment Appointment Notice

Dear [Tenant's Name],

We would like to inform you that a flooring assessment will be conducted in your unit.

Date: [Insert Appointment Date]

Time: [Insert Appointment Time]

Please ensure that the area is accessible during the scheduled time. If you have any concerns or cannot make this appointment, please contact us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]