

Request for Property Inspection

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request an inspection of the property located at [Property Address]. As the property owner/tenant, I believe it is important to ensure that the condition of the property is maintained and any necessary repairs are addressed promptly.

Please let me know your availability for the inspection. I am flexible and can accommodate a time that works best for you. If there are any specific areas of concern that need to be addressed during the inspection, please feel free to inform me in advance.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]