

Property Walkthrough Coordination Letter

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to coordinate a walkthrough of the property located at [Insert Property Address] for [Insert Purpose of Walkthrough]. We believe this will be a valuable opportunity to assess the current condition and discuss any necessary steps moving forward.

Please let us know your availability for the walkthrough. We suggest the following dates and times:

- [Insert Date & Time Option 1]
- [Insert Date & Time Option 2]
- [Insert Date & Time Option 3]

If these options do not work for you, please feel free to propose alternative dates and times that suit your schedule.

Thank you for your cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]