

# Property Condition Assessment Schedule

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to provide you with the scheduled assessment of the property located at [Insert Property Address]. The assessment will include a thorough evaluation of the current condition of the property and is intended to identify any necessary maintenance or repairs.

## Assessment Schedule

- **Date of Assessment:** [Insert Assessment Date]
- **Time:** [Insert Assessment Time]
- **Duration:** Approximately [Insert Duration]
- **Assessor:** [Insert Assessor's Name or Company]

We kindly ask that you make the necessary arrangements to ensure access to the property during the scheduled date and time. If you have any questions or need to reschedule, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]