

Property Inspection Arrangement Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you that we will be conducting a property inspection at your residence located at [Property Address].

The inspection is scheduled for [Date of Inspection] at [Time of Inspection]. The purpose of this inspection is to ensure the property is being maintained in good condition and to address any maintenance needs that may arise.

Please ensure that the property is accessible during this time. If you have any specific concerns or issues you would like us to address during the inspection, feel free to reach out to us prior to the scheduled date.

Thank you for your cooperation. We appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]