

Common Area Maintenance Inspection Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Common Area Maintenance Inspection

Dear [Insert Recipient's Name],

We conducted a routine inspection of the common areas on [Insert Date of Inspection]. Below are the findings and recommendations:

Findings:

- Area 1: [Insert specific observations]
- Area 2: [Insert specific observations]
- Area 3: [Insert specific observations]

Recommendations:

- Recommendation 1: [Insert recommendation]
- Recommendation 2: [Insert recommendation]
- Recommendation 3: [Insert recommendation]

Please take note of the recommendations and address them at your earliest convenience. Should you have any questions or require further details, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Contact Information]