

Building Inspection Confirmation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the schedule for the building inspection associated with the maintenance assessment for [Building Name/Address]. This inspection is scheduled for [Date of Inspection] at [Time of Inspection].

During this inspection, we will evaluate the current condition of the building and identify any necessary maintenance requirements. Please ensure that access to all areas of the property is available for our inspection team.

If you have any questions or need to reschedule the inspection, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]