

Follow-up on Rental Property Inspection

Date: [Insert Date]

To: [Tenant's Name]

Address: [Rental Property Address]

Dear [Tenant's Name],

Thank you for your cooperation during the recent inspection of your rental property on [Insert Inspection Date]. We appreciate your efforts in maintaining the property.

Following our inspection, we have noted several items that require attention:

- [Describe Maintenance Issue 1]
- [Describe Maintenance Issue 2]
- [Describe Maintenance Issue 3]

We are committed to ensuring that these issues are addressed promptly. Our maintenance team will be in touch with you shortly to schedule the necessary repairs. Please let us know your availability for the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

If you have any questions or additional concerns, please do not hesitate to reach out to us.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]