

Apartment Inspection Schedule

Dear [Tenant's Name],

This letter is to inform you that we will be conducting an inspection of your apartment on **[Date]** at **[Time]**. The purpose of this inspection is to ensure that the apartment is being maintained in accordance with our rental agreement.

Please make sure that the following areas are accessible for our inspection:

- Living Room
- Kitchen
- Bathroom
- Bedrooms
- Common Areas

If you have any concerns or prior commitments that may affect this schedule, please contact us at **[Your Contact Information]** as soon as possible.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company/Property Management Name]
[Contact Information]