

# Property Maintenance Reminder

Dear [Tenant's Name],

This is a reminder that a routine property inspection is scheduled for [Date] at [Time]. Our team will be conducting an assessment of the property to ensure everything is well-maintained and address any concerns you may have.

Please ensure that we have access to all areas of the property, including any locked spaces if necessary. If you have any specific issues you would like us to address during this inspection, feel free to let us know in advance.

Thank you for your cooperation.

Best Regards,  
[Your Name]  
[Your Title/Position]  
[Company Name]  
[Contact Information]