

# Property Damage Inspection Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the property damage inspection conducted on [Insert Inspection Date] at [Property Address].

During the inspection, [Briefly summarize findings and any notable details]. It is crucial that we address these issues promptly to ensure the safety and integrity of the property.

Please let me know if you have any further questions or if there are specific steps you would like to take moving forward. I look forward to your response and working together to resolve this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]