

Inspection Scheduling Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves to inform you that we need to schedule an inspection of the property located at [Property Address]. The inspection is necessary to ensure the ongoing maintenance and safety of the premises.

Please find my contact details below for communication regarding the scheduling:

- Name: [Landlord's Name]
- Phone Number: [Landlord's Phone Number]
- Email: [Landlord's Email Address]

Kindly provide your availability for the upcoming week so that we can arrange a suitable time for the inspection.

Thank you for your cooperation.

Sincerely,

[Landlord's Name]

[Landlord's Address]

[Landlord's Contact Information]