

Annual Property Inspection Reminder

Dear [Tenant's Name],

This is a friendly reminder that your annual property inspection is scheduled for [Date] at [Time]. Our team will be visiting your unit to ensure everything is in good condition and to address any maintenance needs.

Please ensure that you are available during this time, or let us know if alternative arrangements need to be made.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]