

# Courtesy Notice of Property Inspection

Date: [Insert Date]

Dear [Resident's Name],

This letter is to inform you that a routine property inspection will be conducted on [Insert Date of Inspection] between [Insert Time Start] and [Insert Time End]. This inspection is part of our regular maintenance to ensure the safety and upkeep of our residential community.

We kindly ask that you ensure access to your unit during this time. If you have any specific concerns or require scheduling adjustments, please contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]