

Final Walkthrough Coordination

Dear [Recipient's Name],

I hope this message finds you well. As we near the completion of the project at [Project Address/Name], I would like to coordinate a date for our final walkthrough.

Could you please provide your availability for the following proposed dates and times:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

Please let me know which option works best for you or suggest an alternative date that suits your schedule.

Thank you for your cooperation. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]