

Annual Property Inspection Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. This is to inform you that an annual property inspection will be conducted on [Insert Date] at [Insert Time]. The purpose of this inspection is to ensure that the property is well-maintained and to address any potential issues.

Please ensure that access to the property is available during the scheduled time. If you have any concerns or if the proposed time is not convenient, please contact us at [Insert Contact Information] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]