

# Inspection Reminder

Dear [Tenant's Name],

This is a friendly reminder that your upcoming inspection is scheduled for [Date] at [Time]. Please ensure that the property is accessible and that any necessary preparations are made for the inspection.

If you have any questions or need to reschedule, please don't hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Property Management Company Name]

[Contact Information]