

# Annual Property Assessment Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As per our annual procedures, we will be conducting a routine assessment of the property you are renting at [Property Address]. This assessment is essential to ensure the quality of living and to address any maintenance issues that may arise.

The assessment is scheduled for [Insert Date and Time]. Our maintenance team will take care to minimize any disruption during this process.

Please let us know if this time is convenient for you or if there are any concerns you would like to discuss prior to the assessment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Property Management Name]