

# Commercial Tenant Inspection Evaluation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

## Subject: Inspection Evaluation Report

Dear [Tenant's Name],

We recently conducted an inspection of your leased premises located at [Property Address] on [Inspection Date]. This letter serves to provide you with the evaluation results and any relevant findings from the inspection.

### Inspection Findings:

- General cleanliness and tidiness: [E.g., Satisfactory / Needs Improvement]
- Compliance with building codes: [E.g., Compliant / Non-compliant]
- Maintenance of premises: [E.g., Well-maintained / Requires Attention]
- Accessibility and safety hazards: [E.g., No hazards / Issues Found]

### Additional Comments:

[Insert any specific comments or recommendations based on the inspection.]

### Next Steps:

Please address any noted issues by [Deadline Date] to ensure compliance with your lease agreement.

If you have any questions or need further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]