

Subject: Instructions for Scheduling Your Verification Inspection

Dear [Recipient Name],

This letter provides the necessary steps to schedule your upcoming verification inspection for the property located at: [Property Address].

To ensure a timely inspection, please follow the instructions below:

- **Step 1: Access the Portal** - Visit our online scheduling system at [Website URL].
- **Step 2: Enter Details** - Log in using your Case/Reference Number: [Reference Number].
- **Step 3: Select Date and Time** - Choose an available time slot from the calendar. Inspections are typically held between [Start Time] and [End Time].
- **Step 4: Confirm Contact Information** - Ensure your phone number and email address are correct so the inspector can reach you upon arrival.

**Important Requirements:**

- An adult (18+) must be present to grant access to the premises.
- Ensure all areas to be inspected are cleared of debris and easily accessible.
- Secure any pets in a separate room or crate for the duration of the visit.

If you prefer to schedule via telephone, please call our office at [Phone Number] during business hours.

Please complete your scheduling by [Deadline Date] to avoid any delays in your application process.

Sincerely,

[Your Name]

[Your Title]

[Company/Agency Name]