

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name(s)],

As you are preparing to vacate the premises on [Move-Out Date], this letter serves as formal notice regarding your pre-move-out inspection. The purpose of this inspection is to evaluate the condition of the property and identify any repairs or cleaning needed to ensure the return of your security deposit.

The inspection is scheduled for:

Date: [Inspection Date]

Time: [Inspection Time]

You have the right to be present during this inspection. If the scheduled time does not work for you, please contact us immediately at [Phone Number/Email] to reschedule.

During the walk-through, we will document any damages beyond normal wear and tear. Following the inspection, you will be provided with an itemized list of potential deductions. You will have the opportunity to remedy these issues before your final move-out date to avoid charges against your deposit.

Please ensure that all personal belongings are moved (or organized to allow access) and that all areas of the property are accessible for review.

Thank you for your cooperation.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]