

Date: [Insert Date]

To: [Recipient Name/All Occupants]

From: [Your Name/Property Management]

Subject: Notice of Scheduled Inspection

Dear [Recipient Name],

Please be advised that a formal inspection of the premises located at [Address/Unit Number] is scheduled to take place on [Date of Inspection].

This inspection will occur during standard business hours, between [Start Time, e.g., 9:00 AM] and [End Time, e.g., 5:00 PM].

The purpose of this visit is to [state purpose, e.g., conduct a routine safety check / verify the condition of the property / perform maintenance assessments].

You do not need to be present for this inspection; however, please ensure that all areas are accessible and that any pets are secured during this time.

If you have any questions or need to discuss this schedule, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company]