

Dear [Recipient Name],

This letter is to inform you that a scheduled inspection of the property located at [Property Address] will take place on [Date] at approximately [Time].

The purpose of this inspection is to [Reason for Inspection, e.g., conduct a routine maintenance check/assess requested repairs].

Please be advised that while your presence during this inspection is welcome, it is not required. If you are unable to be present, we will use our management key to access the premises and ensure the property is secured upon our departure.

If you have any specific instructions or if there are pets on the property that we should be aware of, please let us know prior to the inspection date.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]