

Date: [Insert Date]

To: [Policyholder Name]

Property Address: [Property Address]

Policy Number: [Policy Number]

Subject: Notice of Upcoming Property Insurance Inspection

Dear [Policyholder Name],

This letter is to inform you that an inspection of the property listed above has been scheduled in connection with your insurance policy. Periodic inspections are conducted to ensure our records are accurate and to evaluate the current condition of the property.

Inspection Details:

- **Date:** [Insert Date]
- **Estimated Time:** [Insert Time Window, e.g., 9:00 AM - 11:00 AM]
- **Inspector Name/Company:** [Insert Inspector Name or Company]

What to Expect:

The inspector will focus primarily on the exterior of the property, including the roof, foundation, and surrounding grounds. [Select one: An interior inspection is not required at this time / The inspector will also need access to the interior of the property to view plumbing, electrical systems, and heating units].

Action Required:

Please ensure that any gates are unlocked and that pets are secured on the day of the inspection. You [do / do not] need to be present during this visit.

If you need to reschedule this appointment or have any questions, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]