

**Date:** [Insert Date]

**Tenant Name(s):** [Insert Tenant Name(s)]

**Property Address:** [Insert Property Address]

**RE: NOTICE OF INSPECTION REGARDING SUSPECTED UNAUTHORIZED ALTERATIONS**

Dear [Tenant Name],

This letter serves as formal notice that management will be entering your rental unit on **[Insert Date]** at approximately **[Insert Time]** for the purpose of a property inspection.

We have received information or observations suggesting that alterations may have been made to the premises without the required written consent from the landlord. Pursuant to the terms of your Lease Agreement, specifically Section [Insert Lease Clause Number], making structural or cosmetic changes to the property without prior approval is a violation of your rental contract.

The purpose of this inspection is to:

- Verify the current condition of the property.
- Identify any unauthorized modifications or construction.
- Ensure that all alterations, if any, meet safety and building codes.

Please ensure that any pets are secured and that all areas of the unit are accessible to management at the time scheduled above. You are not required to be present, but you are welcome to be there during the walkthrough.

If unauthorized alterations are confirmed, you may be required to restore the property to its original condition at your own expense or face further action as outlined in your lease.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]