

[Date]

[Tenant/Owner Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Annual Plumbing Inspection and Maintenance

Dear [Name],

This letter is to inform you that we have scheduled the annual plumbing inspection and preventative maintenance for your property located at [Property Address].

The inspection is scheduled for:

Date: [Date of Inspection]

Time: [Time Window, e.g., 9:00 AM - 12:00 PM]

The purpose of this routine visit is to ensure the integrity of the plumbing system, check for leaks, inspect water heaters, and clear any potential drainage issues to prevent future emergencies.

What to expect:

A licensed plumber will need access to all areas with plumbing fixtures, including the kitchen, bathrooms, laundry room, and basement/utility closet. The process typically takes [Duration] minutes.

Action required:

Please ensure that areas under sinks and around the water heater are clear of personal items. If you have pets, please ensure they are secured in a separate room during the visit.

If you are unable to be present during this time or need to reschedule, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]