

[Date]

[Property Owner Name]

[Property Address]

[City, State, Zip Code]

Subject: Property Exterior Maintenance and Roof Restoration Advisory

Dear [Property Owner Name],

This letter is to advise you regarding the current condition of the exterior and roofing system at [Property Address]. Regular maintenance is essential to preserving the structural integrity and market value of your property.

Based on a recent preliminary assessment, the following areas have been identified as requiring attention:

- **Roofing System:** [Insert details, e.g., tile condition, shingle wear, or moss accumulation]
- **Guttering and Drainage:** [Insert details, e.g., blockages or leaks]
- **Exterior Surfaces:** [Insert details, e.g., paint peeling, masonry cracks, or siding damage]

Postponing restoration or minor repairs can lead to more significant issues, including water ingress, timber rot, and increased long-term costs. We recommend a professional restoration plan to ensure the property remains weather-tight and compliant with safety standards.

Recommended Actions:

1. Complete a professional roof inspection.
2. Clear all debris from drainage systems.
3. Seal or repair damaged exterior sections as specified above.

If you have already scheduled maintenance for these items, please disregard this notice. Otherwise, we suggest addressing these concerns within [Number] days.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]