

**Date:** [Date]

**To:** [Recipient Name/Tenant Name]

**Property Address:** [Full Property Address]

**Subject:** Notice of Mold Inspection Findings and Next Steps

Dear [Recipient Name],

This letter is to formally notify you of the results of the mold inspection conducted at the above-referenced property on [Date of Inspection] by [Name of Inspector/Company].

**1. Inspection Findings:**

The inspection identified the presence of mold in the following areas:

- [Area 1, e.g., Master Bathroom Ceiling]
- [Area 2, e.g., Kitchen Under-Sink Cabinet]

The cause of the mold growth has been identified as [Reason, e.g., a slow pipe leak / high humidity / roof leak].

**2. Remediation Plan:**

To ensure the safety and integrity of the property, the following steps will be taken:

- [Step 1, e.g., Repairing the source of moisture/leak]
- [Step 2, e.g., Professional cleaning and removal of affected materials]
- [Step 3, e.g., Application of antimicrobial treatments]

**3. Schedule of Work:**

Remediation work is scheduled to begin on [Start Date] and is expected to be completed by [End Date]. Work will typically occur between the hours of [Start Time] and [End Time].

**4. Access and Precautions:**

[Instructions regarding access to the unit or specific areas to avoid during the process].

We appreciate your cooperation as we address this matter promptly. If you have any questions regarding this report or the scheduled work, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]