

Date: [Insert Date]

To: [Tenant Name/Occupant Name]

Property Address: [Insert Full Address and Unit Number]

Subject: Notice of Initial Mold Inspection

Dear [Tenant Name],

This letter serves as formal notice that an initial mold inspection will be conducted at the property listed above.

Inspection Details:

- **Date:** [Insert Date of Inspection]
- **Time:** [Insert Time Window, e.g., 10:00 AM - 12:00 PM]
- **Inspector:** [Insert Name of Person or Company]

The purpose of this inspection is to identify any areas of concern, assess moisture levels, and determine if further remediation or testing is required. The inspector will need access to all rooms, including closets and under-sink areas.

Please ensure that any pets are secured and that the inspector has clear access to the interior of the premises. You are welcome to be present during the inspection, but your attendance is not required as a representative of [Management/Landlord Name] will be available to provide entry.

If you have any questions or need to reschedule due to a conflict, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]