

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name/Address]

Subject: Notice of Routine Mold Inspection

Dear Resident,

Please be advised that a routine mold and moisture inspection has been scheduled for your unit and the common areas of the building.

Inspection Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM to 12:00 PM]

The purpose of this inspection is proactive maintenance to ensure a healthy living environment and to identify any potential moisture issues before they become problematic. The inspector will require access to bathrooms, kitchen areas, and under-sink cabinets.

You do not need to be present during the inspection. A member of the management team will accompany the inspector. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the visit.

If you are currently experiencing any leaks or have noticed any discoloration on walls or ceilings, please notify us in advance or leave a note for the inspector.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]