

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Dear [Tenant Name],

As your lease agreement for the property located at [Property Address] is ending on [Lease End Date], we need to schedule a formal move-out inspection.

The purpose of this inspection is to assess the condition of the unit and determine any necessary repairs or cleaning required for the return of your security deposit.

We have tentatively scheduled your inspection for:

**Date:** [Inspection Date]

**Time:** [Inspection Time]

Please ensure that all personal belongings are removed and the property is cleaned according to the move-out checklist provided previously. You are encouraged to be present during the inspection to discuss any findings.

If this time does not work for you, please contact us immediately at [Phone Number] or [Email Address] to reschedule. If we do not hear from you by [Response Deadline Date], we will proceed with the inspection at the time noted above.

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]