

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

RE: Notice of Upcoming Property Inspection

Dear [Tenant Name],

Welcome to your new home! We hope you are settling in comfortably. As part of our commitment to maintaining a safe and high-quality living environment, we conduct routine property inspections for all new residents.

This letter serves as formal notice that an inspection of your unit is scheduled for:

- **Date:** [Inspection Date]
- **Estimated Time:** [Start Time] to [End Time]

The purpose of this visit is to verify the condition of the property, ensure all appliances and safety equipment (such as smoke detectors) are functioning correctly, and address any maintenance concerns you may have discovered since moving in.

You do not need to be present for this inspection as long as we have permission to enter using our management key. However, you are more than welcome to be there if you prefer. Please ensure that any pets are secured in a crate or removed from the premises during the scheduled window.

If the scheduled time presents a significant conflict, please contact our office at [Phone Number] or [Email Address] by [Deadline Date] to reschedule.

Thank you for your cooperation and for choosing [Property Management Name/Landlord Name].

Sincerely,

[Your Name/Signature]

[Title/Company Name]