

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as formal notice that a routine inspection of the property listed above is scheduled to take place on:

Date of Inspection: [Date]

Approximate Time: [Start Time] to [End Time]

The purpose of this inspection is to assess the condition of the property, check for any necessary repairs, and ensure that all safety equipment (such as smoke alarms) is functioning correctly.

You are not required to be present during the inspection. If you are not home, we will use our management key to gain entry. However, please ensure that any pets are safely secured and that all areas of the property are accessible.

If the scheduled time poses a significant conflict, please contact us immediately at [Phone Number] or [Email Address] to discuss rescheduling.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]