

Date: [Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant Name],

This letter is to confirm the upcoming mandatory move-out inspection for the property located at [Property Address]. As your lease agreement is ending on [Lease End Date], a final walkthrough is required to assess the condition of the unit.

Inspection Details:

- **Date:** [Inspection Date]
- **Time:** [Inspection Time]
- **Inspector:** [Name of Manager/Inspector]

Please ensure that all personal belongings are removed and the property has been cleaned according to the move-out guidelines previously provided. All keys, remotes, and access cards must be handed over at the time of inspection.

If you are unable to attend at this scheduled time, please contact our office immediately at [Phone Number] or [Email Address] to reschedule. Failure to provide access may result in the inspection being conducted in your absence.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Phone Number]