

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Confirmation of Rescheduled Mandatory Move-Out Inspection**

Dear [Tenant Name],

This letter confirms that the mandatory move-out inspection for the property located at [Property Address] has been rescheduled per your request.

The inspection is now confirmed for the following date and time:

**New Inspection Date:** [Date]

**New Inspection Time:** [Time]

Please ensure that all personal belongings are removed and the property is cleaned according to your lease agreement prior to this time. A representative from [Company Name/Landlord Name] will meet you at the property to conduct the walkthrough and collect all keys.

If you have any further questions or need to discuss this schedule, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Management Company Name]

[Contact Information]