

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Subject: Scheduled Appointment for Mandatory Move-Out Inspection

Dear [Tenant Name],

As you are preparing to vacate the premises located at [Property Address], this letter serves as formal notification regarding your mandatory move-out inspection.

The inspection has been scheduled for the following date and time:

Date: [Inspection Date]

Time: [Inspection Time]

The purpose of this inspection is to assess the condition of the property and identify any damages or necessary repairs that may affect the return of your security deposit. We recommend that you are present during the inspection; however, if you cannot attend, we will proceed using our keys to enter.

Please ensure that by the time of the inspection:

- All personal belongings and trash have been removed.
- The unit has been cleaned according to the move-out guidelines provided in your lease.
- All keys, remotes, and access cards are ready to be returned.

If you need to reschedule this appointment, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]