

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you that I would like to schedule a property inspection for [Property Address]. Please let me know your availability for the inspection within the next [time frame, e.g., two weeks]. I believe it would be beneficial to review the property condition and discuss any necessary maintenance or improvements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]