

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

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

Dear [Recipient's Name],

Subject: Rental Property Inspection Notice

I hope this message finds you well. As part of our ongoing commitment to maintaining the quality of our rental properties, we would like to inform you that a routine inspection of the premises located at [Rental Property Address] will be conducted on [Date] at [Time].

The purpose of this inspection is to ensure that the property is in good condition and to address any maintenance issues that may require attention. Please make sure that the property is accessible during this time.

If you have any specific concerns or issues that you would like us to address during the inspection, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]