

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

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Notice of Inspection

This letter serves as formal notice that we will be conducting a routine inspection of the property located at [Property Address] on [Date] at [Time]. The purpose of this inspection is to assess the condition of the premises and ensure compliance with the lease agreement.

Please ensure that the property is accessible at the specified time. If you have any scheduling conflicts, please contact me as soon as possible to arrange an alternative date.

Thank you for your cooperation.

Sincerely,

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