

[Your Name]
[Your Title/Position]
[Your Company/Organization 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 Upcoming Inspection

I hope this message finds you well. This letter serves as a formal notice that we will be conducting a routine inspection of your unit located at [Tenant's Address] on [Date] at [Time].

The purpose of this inspection is to ensure that the property is being maintained in accordance with your lease agreement and to address any necessary maintenance issues.

Please ensure that the premises are accessible during the scheduled inspection time. If you have any specific concerns or if this time is inconvenient, please contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Signature (if sending a hard copy)]