

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

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

Dear [Recipient Name],

Re: Dwelling Inspection Notice

This letter serves as a formal notice regarding the upcoming inspection of your dwelling located at [Property Address]. The inspection is scheduled for [Date] at [Time].

The purpose of this inspection is to ensure compliance with safety and health standards as outlined by [relevant authority or regulation]. Please ensure that access to all areas of the property is available during the inspection.

If the scheduled time is inconvenient, please contact me at your earliest convenience to arrange an alternative time.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]