

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

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

Subject: Property Inspection Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a property inspection for the premises located at [Property Address]. As part of the lease agreement, I believe it is important to ensure that the property is maintained to standard and any necessary repairs are addressed promptly.

I propose conducting the inspection on [Proposed Date] at [Proposed Time]. Please let me know if this timing works for you or if we need to find an alternative schedule.

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

Best regards,

[Your Name]

[Your Title or Position if applicable]