

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Tenant or Occupant Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant Name],

I am writing to schedule an initial home inspection for the property located at [Property Address]. The purpose of this visit is to assess the current condition of the home and identify any necessary maintenance or repairs.

I would like to propose the following date and time for the inspection:

Proposed Date: [Date]

Proposed Time: [Time]

Please let me know by [Response Deadline Date] if this time works for you. If you are unavailable at the proposed time, please provide two alternative time slots within the next week that would be more convenient.

According to our lease agreement, I will need access to all rooms, the attic/basement (if applicable), and exterior areas. You are welcome to be present during the inspection, but your attendance is not required as long as access is provided.

Thank you for your cooperation.

Sincerely,

[Your Signature/Name]
[Landlord/Property Manager]