

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Confirmation of Home Inspection Appointment**

Dear [Client Name],

This letter is to confirm your upcoming home inspection appointment for the property located at:

**Property Address:** [Full Address of Property to be Inspected]

**Appointment Details:**

Date: [Date of Inspection]

Time: [Start Time]

Inspector: [Inspector Name]

The inspection typically takes approximately [Number] hours. We encourage you to attend the inspection so the inspector can point out findings and answer any questions you may have in person.

**Important Reminders:**

- Please ensure all utilities (water, gas, electricity) are turned on.
- Ensure clear access to the attic, crawl space, heating/cooling units, and electrical panels.
- Payment of \$[Amount] is due [at the time of inspection / prior to the inspection].
- Please sign and return the Inspection Agreement sent to your email if you have not already done so.

Your digital inspection report will be delivered via email within [Number] hours following the completion of the inspection.

If you need to reschedule or have any questions, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for choosing [Company Name]. We look forward to working with you.

Sincerely,

[Your Name/Signature]

[Company Name]

[Phone Number]

[Website]