

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Appointment for Final Walk-Through - [Property Address]

Dear [Recipient Name],

This letter is to confirm the scheduled date and time for the final walk-through of the property located at [Property Address].

The appointment has been set for:

Date: [Day of week, Month Date, Year]

Time: [Time, e.g., 10:00 AM]

The purpose of this walk-through is to inspect the condition of the property and ensure that all agreed-upon repairs have been completed prior to closing/move-in.

Please confirm your availability for this time by replying to this letter or calling [Phone Number]. If you need to reschedule, please provide at least [Number] hours' notice.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]