

Date: [Insert Date]

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

RE: Pre-Closing Walk-Through Inspection

Property Address: [Insert Full Property Address]

Dear [Recipient Name],

This letter serves to confirm the final walk-through inspection for the property located at the address mentioned above. The inspection is scheduled to take place at the following time:

- **Date:** [Date of Walk-Through]
- **Time:** [Time of Walk-Through]

The purpose of this walk-through is to verify that the property is in the agreed-upon condition, that all required repairs have been completed, and that all fixtures and personal property included in the sale remain on the premises.

Property Details and Checklist Items:

- Verification of broom-clean condition.
- Inspection of all appliances (Stove, Refrigerator, Dishwasher, etc.).
- Testing of HVAC, plumbing, and electrical systems.
- Confirmation that no new damage has occurred since the initial inspection.
- Receipt of all keys, garage door openers, and security codes.

If any discrepancies are found during this inspection, they must be addressed prior to the formal closing of the transaction.

Please contact me at [Your Phone Number] or [Your Email Address] if you have any questions regarding this schedule.

Sincerely,

[Your Name]
[Your Title/Company Name]