

Subject: Confirmation: Final Walkthrough Schedule - [Property Address]

Dear [Recipient Name],

This letter is to formally schedule the final walkthrough for the property located at:

**Location:**

[Full Property Address]

[City, State, Zip Code]

The walkthrough is scheduled for the following date and time:

**Date:** [Date]

**Time:** [Time]

The purpose of this visit is to verify that the property is in the agreed-upon condition, that all required repairs have been completed, and that all included fixtures remain on site prior to the official closing.

Please confirm if this time works for you or let me know if we need to propose an alternative slot.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]