

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

Subject: Notice of Seasonal Post-Storm Property Inspection

Dear [Recipient Name],

Following the recent severe weather and the change in season, we are scheduling a mandatory inspection of the property located at [Property Address].

The purpose of this inspection is to assess any potential damage caused by recent storms, including checks for:

- Roof and gutter integrity
- Window and door seals
- External structural damage
- Potential water intrusion or moisture issues
- Debris removal requirements

The inspection is scheduled for: **[Date]** between the hours of **[Time Window]**.

You do not need to be present for the exterior inspection, but we will require access to [Internal Areas/Attic/Basement] if interior checks are necessary. Please ensure that any pets are secured and that access points are clear.

If this time is not convenient, please contact us at [Phone Number] or [Email Address] by [Deadline Date] to reschedule.

Thank you for your cooperation in maintaining the safety and condition of the property.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Role]