

DATE: [Insert Date]

TO: [Insert Tenant Name/Business Name]

ADDRESS: [Insert Property Address/Suite Number]

RE: NOTICE OF ROUTINE COMMERCIAL PROPERTY INSPECTION

Dear [Insert Contact Name],

Please be advised that [Insert Property Management Company or Landlord Name] will be conducting a routine inspection of the premises located at [Insert Address] on the following date and time:

DATE OF INSPECTION: [Insert Date]

ESTIMATED TIME: [Insert Time, e.g., 10:00 AM to 12:00 PM]

The purpose of this inspection is to survey the general condition of the property, ensure all building systems (HVAC, fire safety, plumbing) are functioning correctly, and verify compliance with the current lease agreement. This is a standard procedure and is not in response to any specific issue.

Pursuant to the terms of your lease agreement, a representative will require access to all areas of the leased premises. You are not required to be present, but you or a designated staff member are welcome to accompany the inspector.

Please ensure that all mechanical rooms, electrical panels, and exits are unobstructed prior to the inspection.

If there are any specific security protocols or access requirements we should be aware of, or if you have any questions regarding this schedule, please contact [Insert Name] at [Insert Phone Number] or [Insert Email Address] by [Insert Deadline Date].

Thank you for your cooperation in maintaining the quality of the property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]