

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Subject: Notice of Routine Property Inspection and Maintenance

Dear [Tenant Name],

This letter is to inform you that a routine inspection and preventative maintenance check has been scheduled for your rental unit on the following date and time:

Date: [Insert Date of Inspection]

Estimated Time: [Insert Time Window, e.g., 10:00 AM - 12:00 PM]

The purpose of this visit is to assess the general condition of the property, ensure all safety equipment (such as smoke detectors) is functioning correctly, and address any minor maintenance requirements.

Pursuant to our lease agreement, a representative of [Landlord/Management Name] will be entering the premises. You do not need to be present during the inspection, provided that any pets are secured and all areas are accessible. If you have specific maintenance concerns you would like us to look at, please leave a written note on the kitchen counter.

If the scheduled time presents a significant conflict, please contact us immediately at [Phone Number] or [Email Address] to reschedule.

Thank you for your cooperation in helping us maintain the property.

Sincerely,

[Your Name/Signature]

[Company Name, if applicable]

[Contact Information]