

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Preventative Plumbing Inspection**

Dear Resident,

This letter is to notify you that a mandatory preventative plumbing inspection has been scheduled for your unit on the following date and time:

**Date:** [Inspection Date]

**Estimated Time Window:** [Start Time] to [End Time]

The purpose of this inspection is to check for leaks, inspect water heaters, ensure drains are functioning correctly, and prevent potential water damage. This is part of our routine maintenance program to ensure the safety and comfort of all residents.

A representative from [Management Company/Plumbing Company] will require access to your kitchen and bathroom(s). You do not need to be present during the inspection; however, please ensure that all areas under sinks are cleared of personal items to allow the technician easy access to the pipes.

If you have any pets, please ensure they are secured in a crate or a separate room during the scheduled window.

If you have noticed any current plumbing issues or slow drains, please list them below or contact the management office prior to the inspection date.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]