

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

Subject: Notification of Scheduled Property Walk-Through

Dear [Tenant Name],

This letter is to inform you that a property walk-through has been scheduled for the premises located at the address above.

The inspection is scheduled for:

- **Date:** [Date of Walk-Through]
- **Time:** [Time, e.g., 10:00 AM]

The purpose of this visit is to [state purpose, e.g., conduct a routine safety inspection / assess the condition of the property / prepare for upcoming maintenance].

You are welcome to be present during this time, but your presence is not required. If you have any pets, please ensure they are secured for the duration of the visit.

If you have any questions or if there is a conflict with this schedule, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title/Role]