

From: [Tenant Name]
[Tenant Address]
[Tenant Phone Number]

Date: [Current Date]

To: [Landlord or Property Manager Name]
[Landlord Address]

Re: Notice of Intent to be Present During Inspection

Dear [Landlord/Manager Name],

I am writing to formally request to be present during the upcoming inspection of my rental unit located at [Your Address].

I understand that an inspection is scheduled for [Date] at approximately [Time]. As a tenant, I am exercising my right to be present while you or your agents enter the premises to conduct this walk-through or maintenance check.

If the date or time mentioned above needs to be adjusted to ensure my presence, please contact me immediately at [Your Phone Number] or [Your Email Address] so we can coordinate a mutually agreeable time.

Thank you for your cooperation and for providing proper notice.

Sincerely,

[Your Signature]

[Your Printed Name]