

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: Notice of Routine Plumbing Inspection and Maintenance

Dear [Tenant Name],

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

Date: [Insert Inspection Date]

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

The purpose of this visit is to ensure all plumbing systems are functioning correctly and to prevent future leaks or water damage. The inspection will include:

- Testing faucets, drains, and showerheads
- Checking toilets for leaks or running water
- Inspecting pipes under sinks and behind appliances
- Checking the water heater (if applicable)

The inspection will be conducted by [Name of Plumber or Maintenance Personnel]. You do not need to be present during the inspection, provided that access is granted. If you have any pets, please ensure they are secured during the scheduled time.

If there are any specific plumbing issues or minor leaks you have noticed recently, please let us know in advance or leave a note on the kitchen counter so the technician can address them.

If the scheduled time is not convenient, please contact [Name of Contact Person] at [Phone Number/Email] by [Insert Date] to reschedule.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]