

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Scheduled Roof Inspection and Preventative Maintenance

Dear [Recipient Name],

This letter is to inform you that a professional roof inspection and routine preventative maintenance service has been scheduled for the property located at [Property Address].

Scheduled Date: [Date]

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

The purpose of this visit is to ensure the integrity of the roofing system and to prevent future leaks or structural damage. Our maintenance team will perform the following tasks:

- Comprehensive inspection of shingles, tiles, or roofing membrane.
- Clearing of debris from gutters and downspouts.
- Inspection and resealing of flashing and vents.
- Identification of potential areas requiring repair.

To facilitate a thorough inspection, we kindly request that you clear any vehicles or outdoor furniture from the immediate perimeter of the building. You do not need to be present during the inspection as all work will be conducted on the exterior of the property.

If you have noticed any specific issues, such as ceiling water stains or interior dampness, please notify us prior to the inspection date so we can pay special attention to those areas.

Should you have any questions or need to reschedule, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the safety and quality of the property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]