[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

**Subject: Notice Regarding Property Cleanliness Inspection**

Dear [Tenant Name],

This letter is regarding the property inspection conducted on [Date of Inspection] at [Property Address].

While the overall condition of the unit is satisfactory, there are specific areas that require immediate attention to meet the cleanliness standards outlined in your lease agreement. During the inspection, the following issues were identified:

- [Issue 1: e.g., Kitchen appliances/oven require degreasing]
- [Issue 2: e.g., Bathroom mold or soap scum buildup]
- [Issue 3: e.g., Excessive clutter blocking emergency exits]
- [Issue 4: e.g., Unsanitary disposal of trash]

Please ensure that these areas are cleaned and restored to a sanitary condition by [Deadline Date]. A follow-up inspection has been scheduled for [Follow-up Date] at [Time] to verify that these items have been addressed.

Maintaining the property in a clean and sanitary manner is essential for preventing pest infestations and ensuring the long-term maintenance of the residence. Failure to remedy these concerns may result in further action according to the terms of your rental agreement.

If you have any questions or have already addressed these concerns, please contact me at [Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Landlord/Property Manager]