

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

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Re: Initial Property Condition Assessment - [Property Address]**

Dear [Recipient Name],

This letter serves as formal notification regarding the initial Property Condition Assessment (PCA) conducted at the above-referenced property on [Date of Inspection].

The purpose of this assessment was to observe and document the current physical condition of the property, including its primary systems and components. Our preliminary findings are categorized as follows:

- **Structural Integrity:** [Brief summary of findings, e.g., Satisfactory/Requires Attention]
- **Mechanical/Electrical Systems:** [Brief summary of findings]
- **Building Envelope (Roof/Walls):** [Brief summary of findings]
- **Interior Finishes:** [Brief summary of findings]
- **Immediate Repairs Needed:** [List any urgent issues or "None"]

Attached to this letter, you will find a detailed report including photographs and a prioritized list of recommended maintenance or capital improvements. Please note that this assessment is based on visual observations and does not include destructive testing or invasive procedures unless otherwise specified.

We recommend a follow-up meeting on [Date/Time] to discuss the budgetary implications of these findings and to establish a timeline for any necessary repairs.

Should you have any questions regarding this assessment, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]