

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

[Date]

[Property Manager/Landlord Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Submission of Missing Property Inspection Report - [Property Address]

Dear [Property Manager/Landlord Name],

I am writing to formally submit the property inspection report for the premises located at [Property Address].

It has come to my attention that this report was not previously submitted or is missing from your records for the inspection conducted on [Date of Inspection]. Please find the completed report attached to this letter for your review and filing.

The report outlines the current condition of the property, including [mention any specific areas if necessary, e.g., structural integrity, maintenance needs, or safety compliance].

Please acknowledge receipt of this document and confirm that it has been added to the property file. If you have any questions regarding the findings or require further information, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Property Inspection Report