

Inspection Notice to Tenants Template

[Letterhead: Your Name/Company and Contact Information]

[Date]

[Tenant's Full Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this letter finds you well. As per our lease agreement and in accordance with [state/local] law, I am writing to inform you of an upcoming inspection of your rental unit scheduled for [Date] at [Time]. The purpose of this inspection is to [state reason – routine check, maintenance, etc.].

Please ensure that [list any specific preparations, if required]. This inspection will take approximately [duration] and will cover [areas to be inspected].

Your presence is [optional/required], but we encourage you to be there so we can discuss any concerns you might have. If you cannot be present, please let us know, and we will arrange an alternative date.

Should you have any questions or concerns, feel free to contact me at [Your Contact Information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]