[Landlord’s insert Address]

(Tenants name)

(Full Address)

Date:

Dear <<Tenant's Name>>(Tenant Name)

**Ref: Property address**

I/we are/am writing to advise you that I/we, the landlord/ and (name of other person builder, etc), will be inspecting the Property on (date) (time).

The inspection will take about (state rough time). During the inspection, I/we will inspect the condition of the Property and its contents based on the inventory completed before the tenancy began. You will be able to bring any repair or maintenance issues to our attention.

It would be helpful if you could be present at the Property during the inspection, but this is not essential**.**

Please let me/us know as soon as possible if the inspection time and date referred to above are inconvenient. Please also sign and return one copy of this letter to confirm safe receipt.

Yours sincerely,

Landlord/agent

...........................................................................................................................................................

I/we confirm the tenant’s receipt of this letter and note the date and time of the Property inspection.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant