[Print on Landlord’s or Agent’s Letterhead or insert Address]

<Tenant's Name>  
<<Tenant's Address>  
<City>  
<Postcode>

<Date>

Dear <Tenant's Name>,

**Subject: Inspection for Damp and Mould Issues at <<Property Address>>**

Following our conversation on <Date> OR Your letter/email dated <Date>, we would like to arrange an inspection of the property to address the damp and mould issues you’ve reported. We have scheduled <Other Party>> to visit the property on <Date> at <Time>.

<Other Party> will examine the reported issues, identify the source of the dampness, and recommend any necessary actions. We appreciate your cooperation in this matter and request that you be present during the inspection to highlight the areas of concern for a thorough evaluation.

To help mitigate condensation in the meantime, we have attached a Tenant Condensation Checklist. Implementing some of these suggestions can make a significant difference.

Please note:

* [If you have concerns about your health, we/the landlord can offer you temporary accommodation until the inspection is completed and the source of the damp is determined. If you are interested in this option, please let us know as soon as possible.]
* [We/the landlord/the managing agent will provide a dehumidifier to assist with damp reduction until the inspection is carried out.]

If the proposed date and time for the inspection are inconvenient, please notify us immediately. Also, kindly sign and return one copy of this letter to acknowledge receipt.

Thank you for your attention to this matter.

Yours sincerely,

[For and on behalf of the] Landlord

[Name]  
[Title]  
[Contact Information]

**Acknowledgement of Receipt**

I acknowledge receipt of this letter and confirm the scheduled inspection date and time.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[For and on behalf of the] Tenant  
[Date]