

## Apartment Inspection Notice

[Name of Tenant]

[Address of Tenant]

[City, State, Zip Code]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

RE: This is notification of an inspection of your apartment at the above address.

Dear [Name of Tenant],

We will be conducting an inspection of all apartments in the building on [Day, Date]. The inspection will take place from [time] to [time]. We will be checking for general maintenance issues and assessing the condition of the units. We appreciate your cooperation during this process. If you have any questions, please feel free to contact the office.

Thank you,

Sincerely,

[Signature]

[Your Name]