

Your Name  
Your Address.  
Thunder Bay, On.  
P7A 5B1

Tenant name  
tenant address.

The date.

Hi,

Hey, I hope everything is going well and you are enjoying your accommodations. This letter is to schedule an inspection of your apartment.

To ensure optimal operation and satisfaction, We perform inspection of each unit (usually once per year). We will check all plumbing fixtures for leaks, inspect the overall condition of the unit and ensure that preventative maintenance is taken care of. I would like to schedule this inspection for:

date... at, time...

It would be great if you could be present to discuss any issues or concerns. If you would like to be present and can't be at that time, please inform me and I would be happy to reschedule.

If you have any questions or concerns, please don't hesitate to contact me at 555-555-5555 or [youremail@bestrentals.com](mailto:youremail@bestrentals.com)

Sincerely,

Your Name