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| --- | --- |
| [Landlord Name][Landlord Address][Landlord Email][Landlord Telephone] |  |
|  | [Tenant Name][Tenant Address] |

[Date]

Dear [Tenant Name],

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| Periodic Property Inspection  |

I am writing to advise you that a periodic property inspection is due on the property at [property address].

Please ensure the property is clean and tidy, allowing access to all rooms and outside areas.

As well as this being a chance for me to check that everything is satisfactory with you and the property, you can also use this as an opportunity to share with me any concerns or queries you may have about the property.

I have arranged to visit your property at [Time], [Date] to inspect the property.

If this date and time are not convenient to you, please call me on the telephone number provided above to rearrange.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]