

INSPECTION FOLLOW-UP LETTER

PROJECT

TENANTS NAME
ADDRESS

Dear

On our inspection dated _____, we found the following
unsatisfactory housekeeping condition(s):

As manager, I will re-inspect your apartment on _____ and will
make a determination as to the conditions at that time. I am sure you appreciate the need for
taking immediate action to eliminate the problem. Any questions you may have should be
directed to me during regular office hours.

Sincerely,

Manager

"This institution is an equal opportunity provider."

