Date

Name
Address
City, State, Zip

Dear [NAME],

The inspection is currently scheduled for [DATE / TIME OF INSPECTION] by [INSPECTION COMPANY NAME].

I want to go into a little more detail about the inspection. Keep in mind the inspector's job is to find absolutely any problems-large or small-with the property, so expect a report filled with a lot of information. Not to worry as this is completely normal. The report will go to both us and the buyers. Once we get the report, we'll know what, if anything, the buyers want us to fix as part of the selling process.

Should you have any questions regarding the inspection or any other real estate issue, please don't hesitate to contact me at [PHONE]. I appreciate your trust in me during this very exciting time in your life.

Sincerely,

[NAME]

[TITLE]