

[Your Name]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Client Name]
[Client Address]
[City, State, ZIP Code]

Dear [Client Name],

I hope this letter finds you well. I am writing to follow up on the home inspection I conducted at your property on [Inspection Date]. Enclosed with this letter, you will find a summary report highlighting all the major issues identified during the inspection.

Thank you for choosing [Your Company] for your home inspection needs. It was a pleasure working with you, and I appreciate the opportunity to assist you in this important process.

To ensure you have a complete understanding of the inspection findings, I would like to offer a free follow-up review and discussion of the summary report. During this follow-up, we can go over each item in detail, and I will provide specific recommendations on all areas that should be reinspected. This is an excellent opportunity for us to address any questions or concerns you may have and to discuss the best course of action for any necessary repairs or further evaluations.

Please feel free to contact me at [Phone Number] or [Email Address] to schedule your follow-up review at a convenient time. I am committed to providing you with the highest level of service and ensuring you have all the information you need to make informed decisions about your property.

Once again, thank you for entrusting me with your home inspection. I look forward to our follow-up discussion and assisting you further.

Warm regards,

[Your Name]
[Your Title]
[Your Company]

Enclosure: Summary Report