

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

RE: NOTICE OF ENTRY AND INSPECTION SCHEDULE

Dear [Tenant Name],

This letter serves as formal notice that [Landlord Name/Property Management] intends to enter the premises located at [Property Address] to conduct a routine property inspection.

The inspection is scheduled for the following date and time:

- **Date:** [Insert Date]
- **Time:** Between [Start Time] and [End Time]

The purpose of this access is to [State purpose, e.g., inspect the general condition of the unit, check smoke detectors, or perform preventative maintenance].

You are not required to be present during this inspection. If you are not home, we will use our management key to enter the premises. If you have pets, please ensure they are secured in a crate or a separate room for the safety of our staff.

If the scheduled time presents a significant conflict, please contact us immediately at [Phone Number] or [Email Address] to discuss rescheduling.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Company Name, if applicable]