

Date: [Date]

To: All Residents/Tenants of [Property Name/Address]

Subject: Notice of Scheduled Maintenance Entry

Dear Resident,

Please be advised that authorized personnel will need to enter your unit to perform the following scheduled maintenance:

Description of Work: [e.g., HVAC Filter Change, Fire Alarm Testing, Plumbing Inspection]

Scheduled Date: [Date of Entry]

Estimated Time Window: [Start Time] to [End Time]

You do not need to be present during this time. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the staff. We will ensure the door is locked upon our departure.

If you have any questions or have a specific concern regarding access, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]