

Date: [Date]

To: [Tenant Name]

Unit: [Unit Number/Address]

NOTICE OF ENTRY FOR MAINTENANCE AND REPAIR

Dear Tenant,

This letter serves as formal notice that management or authorized maintenance personnel will be entering your unit to perform necessary repairs or general maintenance.

Scheduled Date: [Date of Entry]

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

Purpose of Entry:

- ☐ Routine Inspection
- ☐ Plumbing Repair
- ☐ HVAC Maintenance
- ☐ Electrical Work
- ☐ Other: [Description of work]

You are not required to be present during this time. Please ensure that any pets are secured in a crate or separate room and that the work areas are accessible. If there are any specific instructions regarding entry, please contact the management office immediately.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Name/Signature]

[Property Management Name]

[Phone Number]