

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: NOTICE OF INTENT TO ENTER PREMISES

Dear [Tenant Name],

This letter serves as formal notice that the landlord, property manager, or authorized contractors intend to enter your rental unit to perform scheduled maintenance.

The entry is scheduled for the following date and time:

- **Date:** [Date of Entry]
- **Estimated Time:** [Start Time] to [End Time]

Purpose of Entry:

[Description of maintenance, e.g., HVAC filter replacement, plumbing inspection, smoke detector testing].

You are not required to be present during this time; however, please ensure that any pets are secured and that the work areas are accessible. If there are any specific instructions regarding entry or if you have concerns about this schedule, please contact us immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]