

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

NOTICE OF INTENT TO ENTER PREMISES

Dear [Tenant Name],

This letter serves as formal notice that the landlord, or an authorized agent, intends to enter your rental unit to show the premises to prospective tenants.

Scheduled Entry Date: [Date of Showing]

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

This entry is being conducted in accordance with your lease agreement and local landlord-tenant laws. You are not required to be present during the showing, but you are welcome to be there if you choose.

Please ensure that any pets are secured and that all pathways are clear for the viewing. We will be mindful of your privacy and belongings during the walkthrough.

If you have any urgent questions regarding this schedule, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]

[Company Name, if applicable]