

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

**RE: NOTICE OF INTENT TO ENTER PREMISES FOR PROSPECTIVE BUYER
SHOWING**

Dear [Tenant Name],

Please be advised that the owner or authorized agent of the property intends to enter your unit for the purpose of showing the premises to prospective buyers.

The showing is scheduled for the following date and time:

Date: [Date of Showing]

Time: [Start Time] to [End Time]

This notice is being provided in accordance with the terms of 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.

If you have any questions or if there is a significant conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Contact Information]