

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: NOTICE OF INTENT TO ENTER PREMISES FOR MOVE-OUT ASSESSMENT

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Property Manager Name] or authorized agents intend to enter the premises located at the address above for the purpose of conducting a move-out assessment and inspection.

The inspection is scheduled for:

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

The purpose of this entry is to evaluate the condition of the unit in preparation for your upcoming move-out on [Move-Out Date]. This assessment helps determine any necessary repairs or maintenance required before the next tenancy.

You are not required to be present during this inspection, but you are welcome to be there if you prefer. Please ensure that any pets are secured and that all areas of the property are accessible.

If you have any questions regarding this notice, please contact [Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name, if applicable]