

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF INTENT TO ENTER PREMISES FOR RENOVATION

Dear [Tenant Name],

This letter serves as formal notice that the landlord, property manager, or authorized contractors intend to enter your unit for the purpose of property renovations and improvements.

Scheduled Entry Date: [Date]

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

The scope of the renovation work includes:

- [Description of work 1]
- [Description of work 2]
- [Description of work 3]

Please ensure that any pets are secured and that work areas are accessible. You do not need to be present during this time, but you are welcome to be there if you choose.

If you have any questions or need to reschedule due to a major conflict, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in improving the property.

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Name]