

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Notice of Intent to Enter Premises for Utility Meter Reading

Dear [Tenant Name],

This letter serves as formal notice that [Landlord Name/Management Company/Utility Provider] intends to enter your unit on the following date and time:

Date of Entry: [Insert Date]

Estimated Time: [Insert Time Window, e.g., 10:00 AM to 12:00 PM]

The purpose of this entry is to conduct a routine reading of the utility meter(s) located within or accessible through your premises. This is necessary to ensure accurate billing for [Electricity/Water/Gas].

You are not required to be present during this visit. If you have any questions or if there are pets on the property we should be aware of, please contact us at [Phone Number] or [Email Address] before the scheduled date.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Contact Information]