

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: NOTICE OF ENTRY FOR ROUTINE MAINTENANCE

Dear [Tenant Name],

This letter serves as formal notice that management or authorized maintenance personnel will be entering your unit to perform routine maintenance.

Date of Entry: [Date of Maintenance]

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

Purpose of Entry:

[List tasks, e.g., HVAC filter replacement, smoke detector testing, plumbing inspection]

You are not required to be present during this time. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the staff.

If there are any specific concerns or if you need to reschedule due to an emergency, please contact us at [Phone Number] or [Email Address] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]