

NOTICE OF ENTRY FOR PLUMBING REPAIRS

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Unit Number and Street Address]

Dear Tenant,

Please be advised that management or authorized contractors intend to enter your unit for the purpose of plumbing repairs.

Scheduled Date: [Date of Entry]

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

Reason for Entry:

[Description of plumbing issue, e.g., Leaking pipe repair / Sink replacement / Annual inspection]

Maintenance staff will require access to the following areas: [e.g., Kitchen, Bathroom, Utility Closet]. Please ensure these areas are clear of personal items and that any pets are secured for the safety of the workers.

You are not required to be present during this time. If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]