

NOTICE OF ENTRY FOR ELECTRICAL MAINTENANCE

Date: [Insert Date]

To Tenant(s): [Insert Name of All Occupants]

Address: [Insert Full Property Address]

Dear Tenant,

This letter serves as formal notice that the Landlord, Property Manager, or authorized contractors will be entering your unit to perform essential electrical maintenance.

Scheduled Date: [Insert Date of Entry]

Estimated Time Window: [Insert Time, e.g., 9:00 AM to 1:00 PM]

Purpose of Entry:

[Insert description, e.g., Inspection of circuit breakers, replacing light fixtures, or wiring repairs.]

Please note the following:

- Power to certain outlets or the entire unit may be temporarily shut off during this time.
- Please ensure any pets are secured in a crate or a separate room.
- Ensure there is clear access to the electrical panel and any areas requiring repair.

You are not required to be present during this maintenance. We will ensure the premises are secured upon our departure.

If you have any questions or need to reschedule due to an emergency, please contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Insert Name/Signature]

[Insert Company Name, if applicable]