

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Notice of Entry for Roof Inspection and Repair

Dear [Tenant Name],

This letter serves as formal notice that [Landlord Name/Property Management] or authorized contractors will be accessing the property to perform a roof inspection and necessary repairs.

Scheduled Date: [Insert Date]

Estimated Time: [Insert Time, e.g., 9:00 AM to 5:00 PM]

The scope of work includes:

- General inspection of roofing materials and flashing.
- Cleaning of gutters and debris removal.
- Repair of [Specific Issue, e.g., leaks or damaged shingles].

While the work is primarily on the exterior, workers may require access to the attic or top-floor ceilings to check for interior damage. Please ensure that any pets are secured and that work areas are accessible.

There may be some noise associated with these repairs. We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the safety and integrity of the building.

If you have any questions, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]