

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF INTENT TO ENTER PROPERTY

Dear [Tenant Name],

This letter serves as formal notice that the Landlord, Property Manager, or authorized contractors intend to enter your rental unit to perform necessary maintenance or repairs.

Scheduled Date of Entry: [Date]

Estimated Time of Entry: [Time AM/PM] to [Time AM/PM]

Purpose of Entry:

[Description of repair or maintenance work, e.g., HVAC servicing, plumbing repair, smoke detector inspection]

The entry is being conducted in accordance with the terms of your lease agreement and local landlord-tenant laws. You are not required to be present during this time; however, please ensure that any pets are secured and that the work area is accessible.

If you have any questions or if there is a conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Title/Company Name]

[Contact Information]