

Date: [Date of Notice]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

RE: NOTICE OF INTENT TO ENTER PROPERTY

Dear [Tenant Name],

This letter serves as formal notice that the landlord, property manager, or authorized agent intends to enter the premises located at [Property Address] for the purpose of showing the unit to prospective [buyers/tenants].

The showing is scheduled to take place at the following time(s):

- Date: [Date of Showing]
- Time: [Start Time] to [End Time]

This notice is being provided in accordance with your lease agreement and local landlord-tenant laws, which require a [Number of Hours, e.g., 24 or 48] hour notice period prior to entry.

You are not required to be present during the showing, but you are welcome to be there if you choose. Please ensure that any pets are secured and that the premises are in a tidy condition for the viewing.

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

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name, if applicable]