

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

**Subject: Notice of Intent to Enter for Pre-Move-Out Inspection**

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Property Manager Name] intends to enter the premises located at the address above on **[Date of Inspection]** at approximately **[Time of Inspection]**.

The purpose of this entry is to conduct a voluntary pre-move-out inspection. This inspection is intended to identify any repairs or cleaning needed to restore the premises to its original condition (excluding normal wear and tear) and to provide you with an opportunity to remedy such issues before your move-out date to minimize potential deductions from your security deposit.

You have the right to be present during this inspection. If the date or time mentioned above does not work for you, please contact me immediately at [Phone Number] or [Email Address] to reschedule.

If we do not hear from you, we will proceed with the inspection at the time stated above. Access will be gained via our master key if you are not present.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Landlord/Property Manager]