

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Property Address]

UNIT: [Unit Number]

SUBJECT: NOTICE OF INTENT TO INSPECT PROPERTY FOR ABANDONMENT

Dear [Tenant Name],

Management has received reports or observations indicating that the premises listed above may have been abandoned. To ensure the safety and security of the property, we are formally notifying you of our intent to enter the unit to perform an inspection.

Inspection Details:

- **Date of Entry:** [Insert Date]
- **Estimated Time:** [Insert Time, e.g., 10:00 AM]

The purpose of this inspection is to determine if the unit is still occupied and to verify that no hazardous conditions exist (such as running water, electrical issues, or perishable items). If the unit is confirmed to be abandoned, Management will proceed with the legal process of reclaiming the property as per the terms of your lease agreement and local laws.

If you are still residing in the unit or have not abandoned the property, please contact the Management Office immediately at [Phone Number] or [Email Address] to confirm your residency.

If we do not hear from you and the inspection indicates the property is vacant, we will begin the abandonment recovery process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]

[Phone Number]