

Dear Resident,

This is a reminder regarding the scheduled entry to your unit on: **[Date]** between the hours of **[Time Window]**.

For the safety of our staff and the well-being of your animals, please ensure that all pets are securely crated or removed from the premises during this time. Maintenance or inspection personnel will not enter the unit if unrestrained pets are present.

The purpose of this entry is for: [Purpose of Visit, e.g., Annual Inspection/Repair].

If you have any questions or need to reschedule, please contact the management office immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management]
[Contact Information]