

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Insert Property Address]

Subject: Notice of Entry for Routine Property Inspection

Dear [Tenant Names],

This letter serves as formal notice that the landlord or authorized agent will be entering the premises listed above to conduct a routine property inspection.

The inspection is scheduled for:

- **Date:** [Insert Date of Inspection]
- **Time:** [Insert Time/Window, e.g., 10:00 AM to 12:00 PM]

The purpose of this entry is to inspect the general condition of the property and ensure that all health, safety, and maintenance standards are being met. You are not required to be present during the inspection; however, please ensure that any pets are secured and that all areas of the property are accessible.

This notice is provided in accordance with the terms of your lease agreement and local landlord-tenant laws.

If you have any questions or if there are specific maintenance issues you would like to report prior to the inspection, please contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Contact Information]