

Date: [Insert Date]

To: [Tenant/Recipient Name]

Address: [Property Address/Unit Number]

OFFICIAL TWENTY-FOUR (24) HOUR NOTICE

Dear [Recipient Name],

This letter serves as official notice that the [Landlord/Management/Owner] or authorized agents will be entering the premises located at the address above.

Entry Date: [Insert Date of Entry]

Estimated Time: [Insert Time, e.g., 10:00 AM to 2:00 PM]

Purpose of Entry:

[Insert reason: e.g., Routine Inspection, Necessary Repairs, Showing to Prospective Tenants, or Maintenance]

Please ensure that any pets are secured and that all areas requiring access are clear. You are not required to be present during this time, but you are welcome to be there if you choose.

If you have any questions or if there is a scheduling conflict that must be addressed, please contact us immediately at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Company]

[Your Contact Information]