

## NOTICE OF ENTRY

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Dear Resident,

This letter serves as formal notice that management or authorized contractors will be entering your unit regarding the following approved work order:

**Work Order Number:** [Work Order #]

**Description of Work:** [Brief Description of Repair/Service]

**Scheduled Entry Date:** [Date]

**Estimated Time Window:** [Start Time] to [End Time]

The work is being performed based on your recent request or for essential maintenance. You do not need to be present for the work to be completed, provided that any pets are secured and the work area is accessible.

If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Company Name]