

## **NOTICE OF ENTRY**

**Date:** [Date of Notice]

**To:** [Tenant Name(s)]

**Property Address:** [Full Rental Address]

Dear [Tenant Name],

Please be advised that the landlord, property manager, or authorized maintenance personnel will be entering your unit to fulfill the following work order(s):

**Description of Work:** [Briefly describe the repairs or maintenance to be performed]

**Date of Entry:** [Date]

**Estimated Time of Entry:** [Start Time] to [End Time]

As requested in your work order dated [Date of Request], we are entering the premises to complete these necessary repairs. You do not need to be present during this time; however, please ensure that any pets are secured and that the work area is accessible.

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

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name]