

## NOTICE OF ENTRY FOR MAINTENANCE AND REPAIRS

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear Tenant,

This letter serves as formal notice that the landlord, property manager, or authorized contractors will be entering your unit to perform the maintenance or repairs requested on [Date of Request].

### **Scheduled Entry Details:**

- **Date:** [Date of Entry]
- **Estimated Time:** [Start Time] to [End Time]
- **Purpose of Entry:** [Description of work, e.g., fixing leaky faucet, HVAC repair]

You are not required to be present during this time. However, please ensure that any pets are secured and that the work areas are accessible to the maintenance staff.

If you have any questions or need to reschedule due to an urgent conflict, please contact [Name] at [Phone Number/Email] immediately.

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Contact Information]