

NOTICE OF INTENT TO ENTER

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

Dear [Tenant Name],

This letter serves as formal notice that the landlord or authorized maintenance personnel will be entering your residence to perform the repairs you requested on [Date of Repair Request].

Entry Details:

- **Date of Entry:** [Date]
- **Estimated Time:** Between [Start Time] and [End Time]
- **Purpose:** [Description of specific repair, e.g., fixing the kitchen sink]

Pursuant to our lease agreement and local laws, we are providing this notice in advance of the scheduled entry. 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 there is a conflict with the time scheduled above, please contact [Landlord/Manager Name] immediately at [Phone Number] or [Email Address] to reschedule.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]