

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Address]

Subject: Notice of Entry for Requested Maintenance

Dear [Tenant Name],

This letter is to follow up on your maintenance request submitted on [Date Request was Made] regarding [Description of Issue, e.g., leaky faucet, broken heater].

Please be advised that [Landlord Name/Maintenance Personnel] will need to enter your unit to perform the necessary repairs at the following time:

- **Date of Entry:** [Insert Date]
- **Estimated Time Window:** [e.g., 10:00 AM to 2:00 PM]

You do not need to be present for this service 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 me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Manager/Landlord Title]