

**Date:** [Date]

**To:** [Resident Name]

**Address:** [Property Address/Unit Number]

**Subject: Notice of Intent to Enter**

Dear [Resident Name],

This letter serves as formal notice that [Landlord/Management Name] or authorized maintenance personnel intend to enter your residence.

This entry is being made in response to your request for repair regarding: **[Description of Repair Request]**.

**Scheduled Date of Entry:** [Date]

**Estimated Time of Entry:** [Time/Window, e.g., 9:00 AM to 12:00 PM]

You are not required to be present during this time. Maintenance staff will use their key to access the unit to complete the requested work. Please ensure that any pets are secured and that the work area is accessible.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]