

**Date:** [Date of Notice]

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

**Property Address:** [Full Property Address and Unit Number]

**Subject: Notice of Intent to Enter Premises**

Dear [Tenant Name],

This letter serves as formal notice that management or authorized contractors intend to enter your unit on the following date and time:

**Date of Entry:** [Date]

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

The purpose of this entry is to perform the following:

- Routine maintenance and safety inspections.
- Requested repairs regarding: [Description of specific repair request].

You are not required to be present during this time. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the maintenance staff.

If there are any conflicts regarding this schedule, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]