

Date: [Date]

Tenant Name: [Tenant Name]

Address: [Property Address]

Subject: Notice of Entry for Requested Maintenance

Dear [Tenant Name],

This letter is to notify you that we will be entering your rental unit at the address listed above to perform the maintenance/repairs you requested on [Date of Request].

Scheduled Entry Date: [Date of Entry]

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

Description of Work:

[Description of repair, e.g., fixing leaky kitchen faucet]

Our maintenance staff or authorized contractor will be performing the work. You do not need to be present for this service, provided that all pets are secured and the work area is accessible.

If there are any issues with this scheduled time or if you have specific instructions regarding pets or access, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Management Company Name]