

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

RE: NOTICE OF EVENING PROPERTY SHOWING

Dear [Tenant Name],

This letter serves as formal notice that we have scheduled a property showing for prospective buyers. As the property is currently listed for sale, we would like to show your unit during the evening hours to accommodate the interested party's schedule.

The showing is scheduled for:

- **Date:** [Date of Showing]
- **Time:** [Start Time] to [End Time]

An authorized agent or representative will accompany the prospective buyers throughout the duration of the visit. You are not required to be present during the showing, but you are welcome to remain in the unit if you prefer.

Please ensure that all pets are secured and that the unit is in a presentable condition. We appreciate your cooperation and your effort to keep the premises tidy for this viewing.

If you have any urgent concerns regarding this specific time slot, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name/Company Name]

[Your Title/Role]