

**Date:** [Current Date]

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

**Property Address:** [Full Address of Rental Unit]

**RE: NOTICE OF ENTRY TO SHOW PROPERTY**

Dear [Tenant Name],

This letter serves as formal notice that the landlord or an authorized agent will enter your rental unit to show the property to prospective buyers.

The entry is scheduled for the following date and time:

**Date:** [Date of Entry]

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

This notice is being provided in accordance with your lease agreement and local landlord-tenant laws. You are not required to be present during this time, but you are welcome to be if you choose. Please ensure that any pets are secured and that the property is in a tidy condition for the viewing.

If you have any urgent questions regarding this schedule, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]  
[Company Name, if applicable]