

NOTICE OF ENTRY: OPEN HOUSE

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Agency Name] will be entering the premises to conduct an Open House for prospective buyers.

The Open House is scheduled for the following date and time:

Date: [Date of Open House]

Time: [Start Time] to [End Time]

Pursuant to our lease agreement and local housing laws, we are providing this notice at least [Number of Hours, e.g., 24 or 48] hours in advance. During this time, the property will be shown to potential buyers and their agents.

Please ensure that the premises are in a clean and presentable condition. We also kindly request that any pets be secured or removed from the property during the showing hours for the safety of all parties.

You are not required to be present during the Open House, but you are welcome to remain if you choose. If you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]