

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF INTENT TO SHOW PROPERTY

Dear [Tenant Name],

This letter serves as formal notice that the property you currently occupy is listed for sale. In accordance with your lease agreement and local landlord-tenant laws, we are providing you with this notice that a showing for prospective buyers has been scheduled.

Showing Date: [Date of Showing]

Showing Time: Between [Start Time] and [End Time]

A representative from [Property Management Company Name] or a licensed real estate agent will accompany the prospective buyers during the tour. 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 premises are in a neat and orderly condition. We appreciate your cooperation in helping the showing process run smoothly.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Manager Title]

[Company Name]