

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as formal notice that [Real Estate Agency/Agent Name] will be conducting a showing of the property at the address listed above.

The showing is scheduled for:

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

Please be advised that a licensed Realtor will accompany all prospective buyers/tenants during the entire duration of the visit. You are not required to be present, but you are welcome to remain in the property if you choose.

We ask that you ensure the property is in a tidy condition and that any pets are secured for the safety of the visitors and the agent.

If there is an urgent conflict regarding this schedule, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Contact Information]