

Date: [Insert Date]

To: [Tenant Name(s)]

From: [Landlord/Property Manager Name]

Property Address: [Insert Property Address]

Subject: NOTICE OF RESCHEDULED PROPERTY SHOWING

Dear [Tenant Name],

This letter is to inform you that the prospective buyer showing originally scheduled for [Original Date] at [Original Time] has been cancelled by the interested party.

The showing has been rescheduled for the following date and time:

New Date: [Insert New Date]

New Time: [Insert New Time]

As per our lease agreement, we are providing you with at least [Insert Number] hours of notice regarding this entry. An agent or representative will accompany the prospective buyer during the walkthrough.

Please ensure that any pets are secured and that the premises are in a tidy condition for the viewing. You are not required to be present during the showing, but you may be if you wish.

We apologize for any inconvenience caused by this schedule change. If you have any urgent questions, please contact us at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]