

**Date:** [Insert Date]

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

**Property Address:** [Insert Property Address]

**RE: NOTICE OF INTENT TO ENTER PREMISES**

Dear [Tenant Name],

This letter is to formally notify you that [Landlord Name/Agency Name] intends to enter your rental unit on **[Date of Entry]** at approximately **[Time of Entry]**.

The purpose of this entry is to show the property to a prospective buyer. We apologize for the short notice regarding this visit. We will make every effort to ensure the viewing is brief and respects your privacy.

Please ensure that any pets are secured and that all areas of the home are accessible for the walkthrough.

If you have any urgent concerns regarding this specific time, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]