

Date: [Insert Date]

To: [Tenant/Occupant Name]

From: [Landlord/Property Manager Name]

Subject: NOTICE OF PROPERTY SHOWING

Dear [Tenant Name],

This letter is to inform you that we have scheduled property showings for prospective buyers this coming weekend.

The showings are scheduled for the following times:

- **Saturday, [Date]:** [Start Time] to [End Time]
- **Sunday, [Date]:** [Start Time] to [End Time]

We kindly ask that the property be kept in a clean and presentable condition during these hours. While you are not required to leave the premises, many tenants prefer to do so to allow buyers to view the home comfortably.

If you have pets, please ensure they are secured or removed from the property during the showing window.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]