

Date: [Insert Date]

To: [Tenant/Occupant Name]

Property Address: [Insert Full Address]

Subject: Notice of Entry for Property Insurance Inspection

Dear [Tenant/Occupant Name],

This letter serves as official notice that an authorized representative from [Insurance Company Name] or [Management Company Name] will be entering the premises located at [Insert Address] to conduct a required insurance inspection.

Inspection Details:

- **Date:** [Insert Date]
- **Estimated Time:** [Insert Time Window, e.g., 10:00 AM - 12:00 PM]

The purpose of this inspection is to assess the condition of the property for the renewal or maintenance of the building's insurance policy. The inspector may need to take photographs of the interior and exterior, check smoke detectors, and examine plumbing or electrical systems.

You are not required to be present during this inspection. If you are not home, a member of the management team will accompany the inspector to provide access and ensure the security of your unit. If you have pets, please ensure they are safely secured during the scheduled time.

If you have any questions or if there is a significant conflict with the scheduled time, please contact [Contact Person Name] at [Phone Number] or [Email Address] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Role]

[Company/Property Management Name]