

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

NOTICE OF ENTRY FOR INSURANCE INSPECTION

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Property Manager Name] or authorized representatives will be entering your residence for a mandatory insurance inspection.

Scheduled Date: [Insert Date]

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

The purpose of this entry is to allow an insurance inspector to survey the property to ensure compliance with safety regulations and policy requirements. The inspector may need to take photographs of the interior and exterior of the building, including mechanical systems, smoke detectors, and general living areas.

You do not need to be present during the inspection. If you have pets, please ensure they are secured in a crate or removed from the premises during the scheduled window.

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]