

Date: [Insert Date]

From: [Landlord/Property Manager Name]

Property Address: [Insert Property Address]

To: [Tenant Name(s)]

Unit Number: [Insert Unit Number, if applicable]

RE: NOTICE OF ENTRY FOR ROUTINE INSURANCE INSPECTION

Dear Tenant,

Please be advised that an authorized representative of [Property Owner/Management] and/or an agent from our insurance company will be entering your unit on the following date and time:

Date of Inspection: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 10:00 AM to 2:00 PM]

The purpose of this entry is to conduct a routine insurance risk assessment and safety inspection. This is a standard procedure required by our insurance carrier to ensure the property meets all safety regulations and policy requirements.

You are not required to be present during the inspection. If you are not home, we will use our management key to gain entry. If you have any pets, please ensure they are secured in a crate or a separate room for the duration of the inspection window.

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]