

**DATE:** [Insert Date]

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

**ADDRESS:** [Full Property Address and Unit Number]

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

Dear [Tenant Name],

This letter serves as formal notice that management or its authorized agents will be entering your rental unit on:

**DATE:** [Insert Date of Entry]

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

The purpose of this entry is to inspect the premises regarding suspected maintenance issues and potential lease violations related to: [Insert Specific Reason, e.g., unauthorized pets, suspected plumbing damage, or excessive debris].

This inspection is being conducted in accordance with the terms of your Lease Agreement and local landlord-tenant laws. We are entering to assess the condition of the property and ensure that all health, safety, and maintenance standards are being upheld.

You are not required to be present during this entry. If you have any questions or if there are pets that need to be secured, please contact the management office immediately at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]