

Date: [Insert Date]

To: [Tenant Name]

Address: [Rental Property Address]

Subject: Official Notice of Intent to Enter

Dear [Tenant Name],

This serves as official notice that the landlord, property manager, or authorized contractors intend to enter the premises listed above.

Scheduled Date of Entry: [Insert Date]

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

The purpose of this entry is for:

- Routine Inspection
- Necessary Repairs: [Specify Repair]
- Maintenance/Service: [Specify Service]
- Showing the unit to prospective tenants or buyers
- Other: [Specify]

You are not required to be present during this time; however, you are welcome to be there if you choose. If there are pets on the property, please ensure they are secured for the safety of those entering.

If you have any questions or if there is a scheduling conflict that requires immediate attention, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]