

**NOTICE OF ENTRY: ANNUAL ELECTRICAL METER READING AND
MAINTENANCE**

Date: [Insert Date]

To: [Tenant Name/All Residents]

Address: [Insert Property Address]

Dear Resident,

Please be advised that [Company Name/Landlord Name] will be entering your unit to perform the scheduled annual electrical meter reading and routine maintenance.

Entry Date: [Insert Date of Entry]

Estimated Time Window: [Insert Time, e.g., 9:00 AM - 1:00 PM]

This inspection is required to ensure accurate billing and to verify the safety and functionality of the electrical equipment. You do not need to be present during this time; however, please ensure that any pets are secured and that there is clear access to the electrical panel and meter.

If you have any questions or have a specific concern regarding access to your unit, please contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]