

NOTICE OF ENTRY

Date: [Insert Date]

To: [Tenant Name/Business Name]

Property Address: [Insert Full Address/Suite Number]

Dear Tenant,

This letter serves as formal notice that the Landlord or authorized representatives will be entering your premises for the purpose of a utility meter reading.

Scheduled Date of Entry: [Insert Date]

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

The entry is required to access the following meter(s):

- ☐ Electricity
- ☐ Water
- ☐ Natural Gas
- ☐ Other: [Specify]

Access is necessary to ensure accurate billing and monitor utility usage as permitted under the terms of your lease agreement. You are not required to be present during this time; however, please ensure that access to the meter area is clear of any obstructions.

If you have any questions or need to discuss this schedule, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Contact Information]