

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

NOTICE OF ENTRY

Dear Tenant,

This letter serves as formal notice that [Landlord Name/Property Management] or authorized contractors will be entering your unit on the date and time specified below.

Purpose of Entry: Inspection, maintenance, and replacement of a faulty utility meter ([Specify: Water/Electric/Gas]).

Scheduled Date: [Insert Date of Entry]

Estimated Time: [Insert Time Window, e.g., 9:00 AM to 12:00 PM]

Access to the area surrounding the meter is required. Please ensure that the area is clear of personal items to allow the technician to work safely and efficiently. You do not need to be present during this time; a member of our staff will accompany the technician if necessary.

If you have any questions or have a pet that needs to be secured, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company Name]