

NOTICE OF ENTRY

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Address and Unit Number]

Dear Resident,

This letter serves as formal notice that management or authorized contractors will be entering your residence on the date and time specified below:

Scheduled Date: [Insert Date]

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

Purpose of Entry:

The purpose of this entry is to perform a routine reading of the residential sub-meters and to conduct necessary maintenance/inspection of the metering equipment. This is to ensure accurate utility billing and proper system functionality.

Access Requirements:

[Select one: You do not need to be present for this visit / Please ensure an adult is present to provide access.] If you have pets, please ensure they are secured in a separate room or crate during the scheduled time window.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]