

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Address]

Dear Tenant,

Please be advised that the landlord or authorized agents will be entering your unit on the following date and time:

Date of Entry: [Insert Date]

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

The purpose of this entry is for: [Insert Reason, e.g., Routine Inspection, Repair, Smoke Detector Testing, or Showing the Unit].

You do not need to be present during this time. However, please ensure that any pets are secured and that any security systems are disarmed or access codes are provided if necessary.

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]