

Subject: Notice of Scheduled Entry: Next Wednesday between 8:00 AM and 12:00 PM

Dear Resident,

Please be advised that we have scheduled an entry to your unit for next Wednesday.

**Date:** Next Wednesday

**Time Window:** 8:00 AM - 12:00 PM

The purpose of this entry is for: [Insert Reason, e.g., Maintenance, Inspection, Repairs].

If you have any pets, please ensure they are secured during this time. You do not need to be present for the service to be completed, as management will use a master key to gain access if necessary.

If you have any questions or concerns, please contact the office as soon as possible.

Thank you,  
Management