

NOTICE OF ENTRY

Date: [Insert Date]

Property Address: [Insert Full Address]

Unit Number: [Insert Unit Number]

Dear Resident(s),

Please be advised that management and authorized contractors will require entry to your unit for planned structural upgrades. These upgrades are necessary to ensure the long-term safety and integrity of the building.

Scheduled Date: [Insert Date]

Estimated Time: Between [Start Time] and [End Time]

Scope of Work:

The work will involve: [Insert Brief Description, e.g., reinforcing support beams, wall inspections, or floor joist repair].

Please ensure that any pets are secured and that the work area is accessible to the crew. You do not need to be present during this time; a building representative will accompany the contractors if you are away.

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the property.

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

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]