

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: Notice of Water Heater Inspection and Repair**

Dear [Tenant Name],

This letter is to inform you that we have scheduled an inspection and/or repair of the water heater located in your unit.

**Scheduled Date:** [Insert Date]

**Estimated Time:** [Insert Time Window, e.g., 10:00 AM - 12:00 PM]

This maintenance is necessary for the following reason: [Insert reason, e.g., Routine annual inspection / Reported leak / Lack of hot water].

During this time, maintenance personnel or a licensed contractor will need access to the area where the water heater is located. Please ensure that the area surrounding the unit is clear of any personal belongings to allow for safe access.

Please note that the hot water may be temporarily turned off during the repair process. We apologize for any inconvenience this may cause and will work to restore service as quickly as possible.

If you have any pets, please ensure they are secured in a separate room during the visit. You do not need to be present during this time if you provide permission for us to enter using our master key.

If you have any questions or need to reschedule due to a conflict, please contact [Management Name/Landlord Name] at [Phone Number] or [Email Address] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Management Company/Landlord]