

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF FAILURE TO PROVIDE ACCESS FOR REPAIRS

Dear [Tenant Name],

This letter is to formally document that access to your unit was not provided for scheduled repairs on [Date] at [Time], despite the required notice being provided to you on [Date Notice Was Given].

The contractor, [Contractor/Company Name], arrived at the property to perform the following work: [Description of repairs, e.g., plumbing repair, electrical inspection]. Because the contractor was unable to enter the premises, the repairs could not be completed.

Please be advised that providing access for necessary repairs and maintenance is a requirement under the terms of your lease agreement and local landlord-tenant laws. Failure to provide access hinders our ability to maintain the property in a safe and habitable condition.

We have rescheduled the contractor for the following date and time:

New Appointment Date: [Date]
New Appointment Time: [Time]

Please ensure that the premises are accessible at this time. If you have any questions or need to discuss this schedule, please contact me immediately at [Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title, e.g., Property Manager/Landlord]