

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF FAILURE TO PROVIDE ACCESS FOR ROUTINE INSPECTION

Dear [Tenant Name],

This letter is to formally notify you that we were unable to conduct the scheduled routine inspection of your rental unit located at [Property Address] on [Date of Attempted Inspection].

Despite providing you with the required [Number of hours/days] notice on [Date Notice was Served], access to the property was not available because:

- The locks have been changed without authorization.
- Access was denied by an occupant at the door.
- Unsecured pets prevented entry.
- Other: [Description of barrier]

Please be advised that per your lease agreement and local landlord-tenant laws, the landlord has the right to enter the premises for routine inspections provided proper notice is given. Failure to allow access is a violation of your lease terms.

We have rescheduled this inspection for the following date and time:

Rescheduled Date: [New Date]

Rescheduled Time: [New Time Range]

Please ensure that all keys/codes are functional, any pets are secured, and any security alarms are deactivated during this window. You do not need to be present for the inspection, but you must allow our staff to enter.

If you have any questions, please contact the office immediately at [Phone Number]. Thank you for your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Property Manager]