

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Subject: FIRST WARNING: Failure to Provide Property Access

Dear [Tenant Name],

This letter serves as a formal warning regarding your failure to provide access to the property located at [Insert Property Address] on [Insert Date of Denied Access].

As per the terms of your lease agreement and local housing laws, the landlord/property manager has the right to enter the premises for [reason for entry, e.g., routine inspection/necessary repairs/maintenance] provided that proper notice is given. On [Insert Date Notice Was Sent], you were provided with a [Insert Number, e.g., 24-hour] notice of entry; however, access was refused or prevented.

Please be advised that your refusal to allow access is a violation of your lease agreement. We require access to the property for the following purpose: [State specific reason].

New Inspection/Repair Schedule:

We have rescheduled this entry for:

Date: [Insert Date]

Time: [Insert Time Range]

Please ensure that a person over the age of 18 is present to provide access, or ensure that any security codes or pets are managed so that we may enter using our management key. Failure to cooperate with this request may result in further disciplinary action, which could include lease termination or legal proceedings.

If you have any questions or need to discuss a conflict with the scheduled time, please contact us immediately at [Insert Phone Number/Email].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]