

**Date:** [Date]

**From (Landlord/Manager):**

[Name]

[Address]

[Phone Number]

**To (Tenant):**

[Tenant Name]

[Property Address]

[Unit Number]

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# NOTICE OF INTENT TO ENTER PROPERTY

Dear [Tenant Name],

This letter serves as formal notice that the landlord, property manager, or authorized agents intend to enter the premises listed above.

**Scheduled Date of Entry:** [Date]

**Estimated Time of Entry:** Between [Start Time] and [End Time]

**Purpose of Entry:**

Routine Inspection

Necessary or Agreed Repairs

Showing property to prospective tenants/buyers

Other: [Specify Reason]

You are not required to be present during this time. If you have pets, please ensure they are secured for the safety of our staff.

If there is a conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address] to reschedule.

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]