

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address/Unit Number]

NOTICE OF ENTRY

Dear Tenant,

This letter serves as formal notice that management or maintenance personnel will be entering your unit to perform a routine HVAC filter replacement.

Scheduled Date: [Date of Entry]

Estimated Time: [Time Window, e.g., 9:00 AM - 12:00 PM]

You do not need to be present during this time. Please ensure that the area around your HVAC unit or furnace closet is clear and that any pets are secured.

If you have any questions or need to reschedule due to a conflict, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Management Company Name]

[Contact Information]