

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Intent to Access Property for Maintenance

Dear [Tenant Name],

This letter serves as formal notice that [Landlord Name/Property Management] or authorized contractors will require access to your rental unit on the following date and time:

Date of Access: [Date]

Estimated Time: [Start Time] to [End Time]

The purpose of this entry is to perform the following maintenance or repairs:
[List specific tasks, e.g., HVAC filter replacement, plumbing inspection, etc.]

You are not required to be present during this time. If you have pets, please ensure they are secured in a crate or a separate room for the safety of our staff. If you have a security alarm, please ensure it is deactivated or provide a temporary code.

We appreciate your cooperation in maintaining the property. If you have any urgent questions regarding this schedule, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Title/Company Name]