

**Date:** [Date of Notice]

**Tenant Name(s):** [Name of Tenant(s)]

**Property Address:** [Full Address of Rental Unit]

Dear [Tenant Name],

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

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

**Estimated Time of Entry:** [Start Time] to [End Time]

**The purpose of this entry is:**

- Scheduled Maintenance or Repair
- Annual Property Inspection
- Showing the unit to prospective tenants/buyers
- Other: [Description of Purpose]

You are not required to be present during this time. If you have any questions or need to reschedule due to a conflict, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title: Landlord/Property Manager]