

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

RE: Notice of Entry

This letter serves as a formal notice that I will be entering your rental unit located at [Property Address] on [Date] at [Time]. The purpose of the entry is to [reason for entry, e.g., conduct repairs, inspect the property, etc.].

I will ensure that the visit is as brief as possible and will respect your space. If you have any concerns or if this time is inconvenient, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]