

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to access the property located at [Property Address] for the purpose of [briefly explain the purpose, e.g., maintenance, inspection, repairs, etc.].

I would like to propose accessing the property on [specific date and time]. If this time is not convenient, please let me know your availability, and I will do my best to accommodate.

Thank you for considering my request. Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or need further information.

I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position if applicable]