

24-Hour Notice of Entry Form Sample Letter

Use this **24-hour notice of entry form sample letter** to inform tenants or residents about upcoming property inspections or maintenance. It ensures clear communication and compliance with legal requirements. Customize the letter to reflect specific entry dates and times for transparency and professionalism.

Sample Letter

Date: [Insert Date]

To: [Tenant's Name]

Address: [Rental Property Address]

Dear [Tenant's Name],

This letter serves as a formal 24-hour notice of entry, as required by applicable laws and your lease agreement.

Date of Entry: [Insert Date of Entry]

Time of Entry: [Insert Time Range, e.g., 10:00 AM – 1:00 PM]

Purpose of Entry: [e.g., Routine inspection, maintenance, repairs, showing the unit, etc.]

Our staff or authorized personnel will enter your unit during the time stated above. If you have any questions or concerns, please contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email]

[Property Management Company Name, if applicable]