| State of \_\_\_\_\_\_\_\_\_\_ |  |
| --- | --- |

| **NOTICE TO ENTER** |
| --- |

\_\_\_\_\_\_\_\_\_\_, 20\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant Name]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Property Address]

**RE: Notice of Entry**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Tenant Name],

This letter is to notify you that, according to the terms of your Lease Agreement dated \_\_\_\_\_\_\_\_\_\_, 20\_\_, the Landlord/Property Manager will enter the premises located at the address above for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
The entry will occur on \_\_\_\_\_\_\_\_\_\_, 20\_\_, between the hours of \_\_\_\_\_\_\_ ☐ AM ☐PM and \_\_\_\_\_\_\_ ☐ AM ☐ PM. If this time is inconvenient, please contact us immediately to reschedule.  
  
According to state and local jurisdiction laws and your lease agreement, a minimum of \_\_\_\_ hours' notice has been provided.  
  
Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord/Property Manager Signature]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord/Property Manager Name]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord/Property Manager Contact Number]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Landlord/Property Manager Email]