

Tenant Acknowledgment for Contractor Visit

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Property Address]

Dear [Landlord/Property Manager Name],

I, [Tenant Name], residing at [Tenant Address], hereby acknowledge that a contractor will be visiting my unit for maintenance/repair work on [Insert Date and Time].

Details of the visit:

- Contractor Name: [Insert Contractor Name]
- Purpose of Visit: [Describe Purpose]

I understand that I need to be available during this time to provide access to my unit. If for any reason I am unable to be present, I will notify you in advance.

Thank you for your attention to this matter.

Sincerely,

[Tenant Name]

[Tenant Signature (if sending a hard copy)]