

# Notification of Scheduled Property Visit

Date: [Insert Date]

Dear [Tenant's Name],

This letter is to inform you that we have scheduled a property visit on [Insert Date] at [Insert Time]. The purpose of this visit is to [briefly state reason, e.g., conduct routine maintenance, property inspection, etc.].

Please ensure that the property is accessible during this time. If you have any concerns or if this timing is not convenient for you, please contact us at [Insert Contact Information] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name, if applicable]