

Tenant Request for Access Authorization

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord's Address]

Subject: Request for Access Authorization

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request access authorization to [specify the area, e.g., the basement, storage room, etc.] of the property located at [Your Address]. As a tenant, I need to [briefly explain the reason for access, e.g., retrieve personal belongings, perform maintenance, etc.].

According to our rental agreement, I believe I am entitled to access this area during reasonable hours, and I would appreciate your prompt response to facilitate this process. I am available for access on [insert days and times you are available].

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Contact Information]