

Tenant Notice of Entry for Renovation Updates

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to inform you that we will be entering your unit on [Insert Date(s)] for the purpose of conducting renovation work. The estimated time of entry will be between [Insert Start Time] and [Insert End Time].

The renovations will include [Briefly Describe Renovation Work]. We aim to minimize any disruption and appreciate your understanding during this process.

If you have any questions or concerns, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]