

Tenant Entry Permission Request for Maintenance

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request permission for maintenance personnel to enter my unit for necessary repairs.

Details of the requested maintenance are as follows:

- Nature of Maintenance: [Describe the issue, e.g., plumbing, electrical, etc.]
- Preferred Date of Entry: [Insert Date]
- Preferred Time: [Insert Time]

Please let me know if the proposed date and time work for you or if there are alternative arrangements that need to be made.

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

Sincerely,

[Your Name]

[Your Contact Information]