

Property Access Permission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your permission to access the property located at [Property Address] in order to conduct necessary maintenance work. The maintenance is scheduled for [Insert Date(s)], and I anticipate that it will take approximately [Insert Duration].

The purpose of this maintenance work is to [briefly explain the nature of the work]. Please be assured that we will take all necessary precautions to minimize any disruption during this process.

I appreciate your attention to this matter and would be grateful if you could provide your permission at your earliest convenience. If you have any questions or need to discuss this further, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]