

# Property Access Permission Letter

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to inform you that we will need to access your property located at [Property Address] for the purpose of conducting viewings with potential tenants/buyers.

We kindly request your permission to access the property on the following dates and times:

- [Date 1]: [Time 1]
- [Date 2]: [Time 2]
- [Date 3]: [Time 3]

We will ensure that the viewings are conducted promptly and with minimal disruption to your daily routine. If the proposed times are inconvenient, please let us know, and we will do our best to accommodate your schedule.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Company Name, if applicable]