

# **Tenant Authorization for Maintenance Staff**

Date: [Insert Date]

To Whom It May Concern,

I, [Tenant's Full Name], residing at [Tenant's Address], hereby authorize the maintenance staff of [Property Management Company or Landlord's Name] to enter my premises for the purpose of performing necessary maintenance and repairs.

The scheduled date and time for the maintenance is [Insert Date and Time]. If there are any changes or if additional information is required, please contact me at [Tenant's Phone Number] or [Tenant's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Tenant's Signature (if sending a hard copy)]

[Tenant's Printed Name]