

Emergency Plumbing Issue Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an emergency plumbing issue that requires immediate attention in your unit. The specifics of the situation are as follows:

- Issue: [Describe the plumbing issue]
- Location: [Specify location in the unit]
- Severity: [Describe severity and urgency]

Please be aware that a professional plumber will be dispatched to your unit on [Insert Date and Time] to address the issue. We kindly ask you to ensure access to the property during this time.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]