

# Critical Repair Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you of a critical repair issue that requires your immediate attention. It has come to our notice that [describe the critical repair issue, e.g., "there has been a significant water leak in your apartment"].

This situation poses a risk to your safety and the integrity of the property. We kindly ask that you take the following urgent actions:

1. Please refrain from using the affected area until repairs are completed.
2. Contact us at [phone number] or [email address] to inform us of your availability for a repair appointment.
3. Document any damages or impacts caused by this issue for our records.

We appreciate your cooperation as we work to resolve this matter swiftly. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]