

# Emergency Repair Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding urgent repairs required at your residence located at [Property Address]. We acknowledge your recent concerns about [describe the issue, e.g., water leak, heating failure].

We understand that this matter is urgent and we assure you that repairs will be addressed promptly. Our maintenance team will be arriving on [insert date and time] to assess and resolve the issue. Please ensure that they have access to your unit.

If this time is not convenient, please contact us at [contact information] to arrange an alternative time. Your comfort and safety are our top priority, and we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]