

Urgent Repair Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as an urgent notification regarding a necessary repair in your unit located at [Unit Address]. We have been made aware of an emergency situation that requires immediate attention:

- Issue: [Brief description of the issue, e.g., water leak, heating failure, etc.]
- Location: [Specific location of the problem, e.g., bathroom, living room, etc.]
- Severity: [Brief description of the urgency, e.g., potential for further damage, safety concerns, etc.]

Our maintenance team will be contacting you shortly to arrange for a prompt assessment and repair. Please ensure that access is available to your unit on [Proposed Time/Date]. If this time is unsuitable, contact us immediately to reschedule.

We apologize for any inconvenience this may cause and appreciate your cooperation as we work to resolve this matter swiftly.

Thank you for your attention to this urgent situation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Company/Management Name]