

Urgent Notification: Garage Door Maintenance Required

Dear [Resident's Name],

We hope this message finds you well. We are writing to inform you of an urgent maintenance requirement for your garage door located at [Property Address].

It has come to our attention that the garage door has been experiencing some issues, which may pose a safety risk. We strongly recommend immediate attention to ensure the door operates safely and effectively.

Please arrange to have the necessary repairs completed by [Deadline Date]. You can contact [Maintenance Company Name] at [Phone Number] for prompt service. If you need assistance in coordinating this maintenance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Date]