

Important Repair Notification

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 upcoming repairs that need to be addressed in your unit, [Unit Number/Address].

Details of the repairs are as follows:

- Repair Description: [Insert Description]
- Date of Repair: [Insert Date]
- Time: [Insert Time]

We kindly request your cooperation in allowing our maintenance team access to your unit to perform these important repairs. Should you have any conflicts with the proposed schedule, please contact us at [Insert Contact Information] as soon as possible.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]