

Urgent Home Repair Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as an urgent notice regarding necessary repairs in your home. It has come to our attention that [describe the issue, e.g., "the heating system is not functioning properly" or "there is a leak in the bathroom"].

We understand the importance of resolving this matter promptly and are taking immediate steps to address the issue. A maintenance team will be dispatched to your home on [insert date and time] to carry out the necessary repairs.

Please ensure that you are available during this time, or contact us to arrange an alternative schedule. It is crucial that these repairs are attended to as soon as possible to ensure your comfort and safety.

If you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]