

# Urgent Maintenance Notification

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Tenant/Resident Address]

Subject: Urgent Maintenance Required

Dear [Tenant/Resident Name],

We hope this message finds you well. We are writing to inform you that urgent maintenance is required in your unit due to [briefly describe the issue, e.g., a water leak, electrical failure, etc.].

This maintenance is essential to ensure your safety and comfort. We kindly ask you to allow maintenance personnel access to your unit on [insert date and time] for a thorough inspection and necessary repairs.

If this time is inconvenient, please contact us immediately at [insert contact information] to arrange an alternative appointment.

We apologize for any inconvenience this may cause and appreciate your cooperation in this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]