

Urgent Repair Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as notification of an urgent repair that needs to be addressed in your unit. We have identified the following issue:

- [Description of the repair needed]

Please be advised that this repair is considered urgent and requires immediate attention. Our maintenance team will be on-site on [Insert Date and Time] to carry out the necessary work.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information]. We appreciate your cooperation and understanding in this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company/Management Name]

[Contact Information]