

Emergency Repair Assistance Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we have received your request for emergency repair assistance regarding [specific issue, e.g., a leaking roof, broken heating system, etc.]. Your comfort and safety are our top priorities.

We have scheduled a maintenance team to assess and address the issue as soon as possible. The team will arrive on [date and time] to begin the necessary repairs. Please ensure that access to the affected area is available.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]