

Urgent Notice

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves as an urgent notification regarding a malfunction in the carbon monoxide detector located at [Property Address]. It has come to our attention that the detector is not functioning as intended, which may pose a serious safety hazard.

We strongly advise that you take immediate action to rectify this issue. Please ensure that the carbon monoxide detector is replaced or repaired at the earliest possible time to ensure the safety of all occupants.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information]. Your safety is our top priority.

Thank you for your prompt attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]