

Urgent HVAC Repair Notice

Date: [Insert Date]

Dear [Tenant's Name],

We are writing to inform you of an urgent issue regarding the HVAC system in your unit ([Insert Unit Number]). It has come to our attention that the system is not functioning properly, and immediate repairs are necessary to ensure your comfort and safety.

Our maintenance team will be on-site to address the issue on [Insert Date and Time]. We kindly ask that you make arrangements to allow the technicians access to your unit during this time.

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

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management/Company Name]