

Notice of Door Repair

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that we have become aware of an issue with the door at your residence located at [Tenant's Address].

To ensure your safety and comfort, we have scheduled a repair for [Insert Date and Time]. Our maintenance team will arrive to address the repair promptly. Please ensure that access to your unit is available during this time.

If you have any concerns or if the scheduled time is not convenient, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]