

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inquire about the recent closure of the side entrance to my unit located at [Your Address]. I have noticed that the entrance has been locked and would like to understand the reasons for this change.

Access to the side entrance has been quite convenient, and I am concerned about the possible implications of this closure on safety and accessibility. Could you please provide any updates regarding this matter? Additionally, if there are plans for reopening, I would appreciate knowing the timeframe for this.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]