

Notice of Urgent Heating Repair

Date: [Insert Date]

To: [Resident's Name]

Apartment Number: [Insert Apartment Number]

Dear [Resident's Name],

This letter serves as a formal notice regarding the urgent repair of the heating system in your apartment. Due to the recent reports of inadequate heating, it has been determined that immediate action is required to ensure your comfort and safety.

Please be informed that a maintenance technician will be scheduled to enter your apartment to perform the necessary repairs on [Insert Date and Time]. We kindly ask you to be available during this time to grant access.

If you have any questions or if this time is not convenient for you, please contact the management office at [Insert Contact Information] so we can make alternative arrangements.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Apartment Management Company]

[Contact Information]