

Notice of Urgent Electrical Repairs

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Tenant Name],

This notice is to inform you that urgent electrical repairs are required in your unit at [Insert Address]. We have been notified of issues concerning the electrical system that pose safety concerns and need immediate attention.

Please be advised that our maintenance team will be visiting your unit on [Insert Date] at [Insert Time] to conduct the necessary repairs. We apologize for any inconvenience this may cause and appreciate your cooperation in allowing access to your unit.

If you have any questions or need to reschedule this appointment, please contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]