

Emergency Hot Water Service Instructions

Dear [Recipient's Name],

In case of an emergency regarding your hot water service, please follow the instructions below:

Immediate Steps:

1. Turn off the power supply to the hot water system to prevent further damage.
2. If safe to do so, shut off the water supply to the unit.
3. Inspect for any visible leaks or damage and take note of their locations.

Contact Information:

For immediate assistance, please contact our emergency service line:

Phone: [Emergency Service Phone Number]

Email: [Emergency Service Email]

Follow-Up:

Once the emergency is addressed, please schedule a follow-up inspection by calling our customer service.

Thank you for your attention to this matter. Stay safe.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]