

Notice of Storm Damage Repair

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that, due to the recent storm on [insert storm date], there has been damage to the property located at [property address].

Our maintenance team will begin repairs on [start date of repairs], and we anticipate that the work will last approximately [duration of repairs]. During this time, it is important for the safety and efficiency of the repair process that all tenants comply with the following:

- Please allow access to maintenance personnel as needed.
- Refrain from using the affected areas until repairs are completed.
- Report any additional concerns or problems to the management office immediately.

We understand that this may cause some inconvenience, and we appreciate your understanding and cooperation during this time. Your safety and comfort are our top priority.

If you have any questions or require further information, please do not hesitate to contact us at [management contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]