

# Critical Repair Work Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Company]

Subject: Notification of Critical Repair Work

Dear [Recipient Name],

This letter is to inform you of critical repair work that will be taking place at [location/address] starting from [start date] to [end date]. This repair work is necessary to ensure [brief reason for repairs, e.g., safety, functionality].

The scheduled repair activities will include:

- [Description of work 1]
- [Description of work 2]
- [Description of work 3]

We understand that this may cause some disruption, and we apologize for any inconvenience this may cause. We are making every effort to complete the work as quickly and efficiently as possible.

If you have any questions or require further information, please feel free to contact us at [your contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]