

Urgent Notice of Rental Unit Disconnection

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as formal notice regarding the urgent disconnection of your rental unit located at [Rental Unit Address]. Due to [reason for disconnection], it is imperative that the unit be vacated by [vacation deadline].

Please ensure that all personal belongings are removed and the keys are returned to the management office by the deadline. Failure to comply may result in further actions as per the rental agreement.

If you have any questions or concerns regarding this notice, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]

[Contact Information]