

Swift Repair Arrangement Notification

Date: [Insert Date]

To: [Property Manager's Name]

[Property Manager's Address]

Dear [Property Manager's Name],

We are writing to inform you of a swift repair arrangement that has been scheduled for the property located at [Property Address]. This decision has been made to ensure the safety and comfort of our tenants.

Repair Details:

- **Nature of Repair:** [Description of repair]
- **Date of Service:** [Scheduled date]
- **Time of Service:** [Scheduled time]
- **Contractor:** [Contractor's name & contact information]

It is imperative that access to the property is provided on the scheduled date. We kindly request that you notify the tenants in advance regarding the repair visit to ensure a smooth process.

Should you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]