

# Urgent Repair Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a notification regarding an urgent repair that needs to be addressed in your unit. We have identified the following issue:

- [Description of the issue, e.g., Plumbing leak, Electrical problem, etc.]

It is imperative that this repair is completed as soon as possible to ensure your safety and comfort. Please allow our maintenance team to access your unit on [Insert Date and Time] to carry out the necessary work. If this time is not convenient, please contact us immediately to arrange an alternative.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]