

Urgent Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Urgent Notification of Sudden Property Vacancies

Dear [Recipient's Name],

We are writing to inform you of an unexpected situation regarding the properties under your management or tenancy. Due to [brief explanation of the reason for vacancy, e.g., sudden departure of tenants, unforeseen circumstances, etc.], there are now urgent vacancies that require immediate attention.

The properties affected are as follows:

- Property Address 1
- Property Address 2
- Property Address 3

We kindly request that you take the necessary actions to address this urgent matter at your earliest convenience. Please reach out to us to discuss possible solutions or to arrange for viewings.

Thank you for your prompt attention to this critical issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]