

# Utility Emergency Notification

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

This letter serves as a formal notification regarding a utility emergency that may affect your property. We want to ensure that you and your tenants are informed and prepared for any potential disruption in service.

**Emergency Type:** [Specify Type: Water, Gas, Electricity, etc.]

**Location:** [Specific Location/Area Impacted]

**Date of Expected Service Interruption:** [Insert Date]

**Estimated Duration of Service Interruption:** [Insert Duration]

**Details:**

[Provide detailed information about the emergency situation, cause, and any safety precautions tenants should take.]

We appreciate your cooperation in relaying this information to your tenants promptly. Should you need further assistance or clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]