

EMERGENCY NOTICE OF ENTRY

Date: [Insert Date]

To the Resident(s) of: [Insert Full Address / Unit Number]

Please be advised that an emergency entry was required for your unit on [Date] at [Time].

Reason for Emergency Entry: Urgent repair and maintenance of the utility meter (Water / Gas / Electric). A situation was identified that required immediate attention to ensure the safety of the building and the continued functionality of essential services.

Work Performed: [Briefly describe repair, e.g., Leak repair, meter replacement, safety inspection]

Personnel Involved: [Insert Name/Company Name]

In accordance with local housing laws and your lease agreement, management reserves the right to enter the premises without prior notice in the event of a legitimate emergency. We have ensured that your property was left secure upon our departure.

If you have any questions regarding this entry or the repairs performed, please contact the management office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Property Management Name]

[Contact Information]