

[Date]

[Tenant Name]

[Unit Number/Address]

Subject: Notice of Emergency Entry

Dear [Tenant Name],

This letter is to formally notify you that an emergency entry was made into your residence on [Date of Entry] at approximately [Time of Entry].

Entry was deemed necessary due to the following emergency situation:
[Describe emergency, e.g., water leak, smoke reported, gas odor, etc.]

During the entry, the following actions were taken:
[Describe actions, e.g., shut off main water valve, inspected appliances, etc.]

The entry was performed by:
[Name of Individual/Company]

The status of your unit is as follows:
[E.g., Issue resolved, temporary repair made, further maintenance required, etc.]

We apologize for any inconvenience this may have caused. Our primary concern is the safety of our residents and the protection of the property. If you have any questions regarding this matter, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]