

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

Subject: Notice of Emergency Entry and Maintenance Resolution

Dear [Tenant Name],

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

Reason for Emergency Entry:

Access was required without prior notice due to the following urgent situation:
[Description of emergency, e.g., active water leak, gas smell, fire alarm].

Actions Taken:

During the entry, the following maintenance or repairs were performed to resolve the issue and protect the property:
[List of repairs or actions taken].

Current Status:

[] The issue has been fully resolved.
[] Temporary repairs have been made. Further work is scheduled for [Date/Time].

We apologize for any inconvenience caused by this unscheduled entry. Our priority is the safety of our residents and the integrity of the building. If you have any questions or noticed any further issues, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Phone Number]