

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number and Street Address]

**Subject: Notice of Emergency Entry Follow-Up**

Dear [Tenant Name],

This letter is to formally notify you that management/maintenance personnel entered your rental unit on [Date] at approximately [Time] due to an emergency situation.

The nature of the emergency was: [e.g., Leaking water pipe, smell of gas, electrical hazard].

**Action Taken:**

[Describe what was done, e.g., The main water valve was shut off and the burst pipe was repaired.]

**Current Status:**

[Select one:]

- The issue has been fully resolved.
- Further repairs are needed. We will contact you to schedule a follow-up visit.

Per the terms of your lease agreement and local laws, entry was necessary to prevent property damage and ensure occupant safety. We apologize for any inconvenience this may have caused. We have ensured that your unit was secured upon our departure.

If you have any questions or noticed any further issues, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]