

DATE: [Date of Entry]

TO: [Tenant Name(s)]

ADDRESS: [Rental Unit Address/Number]

NOTICE OF IMMEDIATE EMERGENCY ACCESS

Dear Resident,

Please be advised that management and/or authorized maintenance personnel have entered your unit today, [Date], at approximately [Time], due to an emergency situation involving:

- Water leak / Pipe burst
- Fire or smoke report
- Gas leak
- Electrical hazard
- Other: [Description of Emergency]

Actions Taken:

[Describe what was repaired or inspected]

In accordance with local laws and your lease agreement, management reserves the right to enter the premises without prior notice in the event of an emergency to protect life and property.

If you have any questions regarding this entry, please contact the Management Office immediately at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name/Title]

[Property Management Company Name]