

Date: [Date]

To: All Residents of Unit [Unit Number]

From: [Management Name/Property Owner]

Subject: NOTICE OF EMERGENCY ENTRY

Dear Resident,

This letter is to inform you that an emergency entry was made into your unit today, [Date], at approximately [Time].

Under the terms of your lease agreement and local housing laws, management or emergency personnel may enter a unit without prior notice in the event of an emergency. Entry was necessary due to the following situation:

[Describe emergency here, e.g., Water leak reported from unit below / Smoke alarm activation / Gas odor reported]

Actions Taken:

[Describe what was done, e.g., Maintenance repaired a burst pipe under the kitchen sink / Fire department inspected the premises]

Follow-up Required:

[State if the resident needs to do anything or if maintenance will return]

We have ensured that your unit was secured upon our departure. We apologize for any inconvenience this may have caused and thank you for your understanding regarding this urgent matter.

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

Sincerely,

[Your Name/Signature]

[Title]

[Property Name]