

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

## **NOTICE OF EMERGENCY ENTRY**

Dear [Tenant Name],

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

The entry was necessary due to the following emergency situation:

[Description of emergency, e.g., bursting water pipe, smell of gas, fire alarm triggering, etc.]

The following actions were taken while on the premises:

[Briefly list what was repaired or inspected]

Under the terms of our lease agreement and local landlord-tenant laws, entry without prior notice is permitted in the event of an emergency to protect life and prevent significant property damage. We attempted to contact you via [Phone/Email] at the time of the incident but were unable to reach you prior to entry.

Your unit has been secured. If you have any questions regarding this matter or notice any further issues related to the emergency, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]