

Date: [Date of Entry]

To: [Resident Name(s)]

Property Address: [Full Address and Unit Number]

NOTICE OF EMERGENCY ENTRY

Dear Resident,

Please be advised that management or authorized maintenance personnel entered your unit today, **[Date]**, at approximately **[Time]** due to an emergency situation.

Reason for Emergency Entry:

- Water leak / Flooding
- Smoke / Fire alarm activation
- Gas leak suspicion
- Electrical hazard
- Other: [Description of emergency]

Action Taken:

[Briefly describe what was repaired or inspected]

Status of Repairs:

- The issue has been fully resolved.
- Temporary repairs were made. We will return on [Date/Time] to complete the work.

In accordance with your lease agreement and local laws, management reserves the right to enter the premises without prior notice in the event of an emergency to protect life and property. We have ensured that your unit was secured upon our departure.

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

Sincerely,

[Name of Person Who Entered]
[Property Management Company Name]
[Contact Information]