

NOTICE OF EMERGENCY ACCESS

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

Dear Tenant,

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].

Reason for Emergency Entry:

[Insert description of emergency, e.g., bursting water pipe, smoke detected, gas leak, etc.]

Action Taken:

[Describe what was done, e.g., plumber repaired the leak, fire department inspected the unit, etc.]

In accordance with local laws and your lease agreement, entry was necessary without prior notice to prevent damage to the property and ensure the safety of all residents. We have ensured that your unit was securely locked upon our departure.

If you have any questions regarding this matter, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Property Management Company Name, if applicable]