

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Unplanned Emergency Access

Dear [Tenant Name],

This letter is to formally notify you that an unplanned emergency entry was made into your residence on [Date] at approximately [Time].

Immediate access was required due to the following emergency situation:
[Describe emergency, e.g., bursting water pipe, gas leak, fire alarm, etc.]

Entry was gained by [Name of Person/Company who entered] to address the issue and prevent further damage to the property or ensure occupant safety. While inside, the following actions were taken:

- [Action 1]
- [Action 2]

We apologize for any inconvenience this may have caused. If you have any questions or if further repairs are needed, please contact us immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]