

URGENT: NOTICE OF EMERGENCY ENTRY

Date: [Date]

Time of Entry: [Time]

Property Address: [Full Address and Unit Number]

Dear Resident,

This letter serves as formal notification that management and/or maintenance personnel have entered your unit today without prior notice due to an emergency plumbing situation (pipe burst/active leak).

Emergency entry was necessary to:

- Locate the source of water leakage.
- Prevent further damage to your personal property and the building structure.
- Perform immediate repairs or shut off the water supply.

Action Taken:

[Description of repair or status of the leak]

Current Status:

[e.g., Water remains off until repairs are complete / Repairs are finished / Drying equipment has been placed]

We apologize for any inconvenience this may have caused. If you have any questions regarding this entry or the ongoing repairs, please contact the management office immediately.

Sincerely,

[Name/Signature]

[Property Management Name]

[Phone Number]