

URGENT NOTICE: EMERGENCY MAINTENANCE ENTRY

Date: [Insert Date]

To All Residents of: [Insert Address/Unit Number]

Dear Resident,

This letter serves as formal notice that management and maintenance personnel require immediate entry into your unit due to a **sewer backup emergency** affecting the building.

Because this is an emergency situation involving potential property damage and health hazards, we will be entering your unit on:

Date: [Insert Date]

Estimated Time: [Insert Time]

Our team will be inspecting drain lines, clearing blockages, and performing necessary sanitation procedures. We apologize for the lack of advance notice; however, immediate action is required to prevent further flooding and damage.

If you have pets, please ensure they are secured in a crate or a room not affected by plumbing (such as a bedroom) to allow workers safe access to bathrooms and kitchens.

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Company Name]

[Phone Number]