

URGENT: NOTICE OF EMERGENCY ACCESS

Date: [Insert Date]

Property Address: [Insert Address]

To: [Owner/Occupant Name]

Subject: NOTICE OF IMMEDIATE ENTRY DUE TO STRUCTURAL HAZARD

Dear [Owner/Occupant Name],

This letter serves as formal notice that [Company/Organization Name] has determined that an emergency structural hazard exists at the property located at [Property Address].

Description of Hazard:

[Briefly describe the hazard, e.g., collapsing retaining wall, unstable roof, cracked foundation support.]

Due to the immediate risk to life, safety, and property integrity, emergency personnel and/or contractors will be entering the premises on [Date/Time] to perform the following actions:

- [Action 1: e.g., Structural inspection]
- [Action 2: e.g., Emergency shoring or bracing]
- [Action 3: e.g., Debris removal]

This entry is being conducted under the authority of [Local Building Code/Emergency Ordinance Section]. We will make every effort to minimize disruption; however, the stabilization of the structure is our primary priority.

Important Instructions:

[Instructions: e.g., Please vacate the immediate area of the hazard / Please ensure all pets are secured / Provide keys or gate codes if available.]

If you have any questions or need to provide access information, please contact [Name/Department] immediately at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]