

URGENT: EMERGENCY REPAIR NOTIFICATION

Date: [Insert Date]

To: [Tenant/Occupant Name]

Address: [Insert Address/Unit Number]

Dear Resident,

This letter is to inform you that an emergency plumbing issue has been identified at the property located at [Insert Property Address].

Due to the critical nature of this issue ([describe issue, e.g., burst pipe/major leak/sewer backup]), immediate repairs are required to prevent property damage and ensure safety. Repairs are scheduled to begin at [Insert Time] on [Insert Date].

Please be advised of the following:

- **Water Shut-off:** The water supply to [your unit/the entire building] will be temporarily turned off during the repairs.
- **Estimated Duration:** We anticipate the repairs will take approximately [Insert Number] hours. We expect water service to be restored by [Insert Time].
- **Entry:** As this is an emergency situation, maintenance personnel or contractors will be entering the premises to perform the necessary work.

We apologize for the short notice and any inconvenience this may cause. Our priority is to resolve this matter as quickly as possible.

If you have any urgent questions, please contact [Name/Management Office] at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]