

**Date:** [Insert Date]

**To:** [Tenant/Resident Name]

**From:** [Property Management/Landlord Name]

**Property Address:** [Insert Address/Unit Number]

**RE: URGENT NOTICE - Emergency Roof Leak Repair and Exterior Inspection**

Dear Resident,

This letter is to inform you that we have received reports of a roof leak at the property. To prevent further structural damage and ensure your safety, emergency repairs and a full exterior inspection are scheduled to take place.

**Scheduled Date:** [Insert Date]

**Estimated Time:** [Insert Start Time] to [Insert End Time]

During this period, contractors will be accessing the roof and the perimeter of the building. Please be advised of the following:

- There may be increased noise levels due to hammering and equipment use.
- For your safety, please keep a clear distance from any scaffolding or ladders.
- Access to your unit interior [is / is not] required at this time.
- Please ensure all windows are closed to prevent dust or debris from entering.

We apologize for this inconvenience and appreciate your cooperation in addressing this urgent maintenance matter. If you have any immediate concerns or notice active leaking inside your unit, please contact the management office at [Insert Phone Number] immediately.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]