

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: NOTICE OF EMERGENCY APPLIANCE REPAIR

Dear [Tenant Name],

This letter is to inform you that an emergency repair is required for the following appliance in your unit: **[Name of Appliance, e.g., Refrigerator/Water Heater]**.

Due to the urgent nature of this issue-specifically **[Reason for Emergency, e.g., major water leak / loss of refrigeration]**-maintenance personnel will enter your unit to perform repairs on:

Date: [Insert Date]

Estimated Time: [Insert Time]

Under the terms of your lease agreement and local housing laws, emergency entry is permitted to prevent property damage or ensure resident safety. We will make every effort to complete the repair as quickly as possible and minimize disruption to your home.

Please ensure that any pets are secured and that the area surrounding the appliance is clear of personal items.

If you have any immediate questions, please contact the management office at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]