

URGENT: EMERGENCY EVACUATION AND NOTICE TO VACATE

Date: [Insert Date]

To: [Name of All Residents/Tenants]

Address: [Insert Property Address and Unit Number]

RE: IMMEDIATE NOTICE TO VACATE DUE TO EMERGENCY CONDITIONS

Dear Resident(s),

This letter serves as formal notice that you are required to evacuate the premises located at the address above immediately, effective [Insert Time] on [Insert Date].

This emergency evacuation is mandatory due to the following dangerous condition(s):
[Insert reason: e.g., Fire damage, structural failure, flooding, gas leak, or government condemnation order].

Because the premises have been deemed uninhabitable and pose an immediate threat to life and safety, your right to occupy the unit is suspended until further notice. Under these circumstances, the lease agreement is [Insert: temporarily suspended / terminated] effective immediately.

Instructions for Residents:

- Take only essential items (medications, identification, and valuables).
- Ensure all pets are removed from the building.
- Lock your doors upon exiting.
- Do not re-enter the building until you receive official written clearance from [Insert Management/Fire Department].

For information regarding temporary housing, belongings, or lease status, please contact [Insert Name/Office] at [Insert Phone Number/Email].

Your immediate cooperation is required for your safety.

Sincerely,

[Your Name/Property Management Company Name]

[Contact Title]

[Phone Number]