

Date: [Insert Date]

To: All Residents/Owners of [Insert Community/Building Name]

Subject: URGENT: Community Emergency Plumbing Action Update

Dear Residents,

This letter is to provide an immediate update regarding the emergency plumbing situation affecting [Insert Specific Area or Entire Building].

Current Status:

Our maintenance team and emergency contractors are currently on-site addressing [Insert Issue, e.g., a major pipe burst / sewage backup]. As a result, the water supply has been [Insert Status: temporarily shut off / restricted] to ensure repairs can be completed safely.

Timeline for Repair:

Repairs are currently underway. We anticipate that service will be restored by approximately [Insert Time/Date]. Please note that this is an estimate and may change depending on the complexity of the repair.

Required Actions for Residents:

- Keep all faucets in the "off" position to prevent flooding when service returns.
- Avoid using [Insert Restricted Facilities, e.g., toilets/dishwashers] until further notice.
- [Insert any other specific instruction].

Next Steps:

Once the repairs are finalized, you may experience brief air pressure or slight discoloration in your water. If this occurs, please run your cold water tap for a few minutes until it clears.

We apologize for the inconvenience and appreciate your patience as we work to resolve this emergency. Further updates will be provided via [Insert Method, e.g., email/bulletin board] if the timeline changes.

For urgent inquiries, please contact the Management Office at [Insert Phone Number].

Sincerely,

[Your Name/Title]

[Property Management/Homeowners Association]