

URGENT: EMERGENCY WATER REPAIR NOTIFICATION

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name/Address]

Dear Resident,

This letter is to inform you that we have identified a major emergency water leak at [Insert Specific Location, e.g., Building B / Main Riser].

To prevent further damage and perform necessary repairs, the water supply to your unit will be shut off during the following period:

Date: [Insert Date]

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

Our maintenance team and contractors are currently on-site working to resolve the issue as quickly as possible. We apologize for the short notice and the inconvenience this causes.

Important Instructions:

- Please ensure all faucets and water-using appliances (dishwashers, washing machines) are turned off during this time.
- When the water is restored, you may experience slight discoloration or air in the pipes. Run your cold water tap for a few minutes until it runs clear.

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

Thank you for your cooperation and patience.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Company]