

URGENT: EMERGENCY PLUMBING NOTICE

Date: [Insert Date]

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

Dear Residents,

This letter is to inform you that we are currently addressing an emergency plumbing situation regarding [Brief description, e.g., a main burst pipe / sewage backup] affecting the building.

Action Taken:

Due to the severity of the leak, the water supply to [the entire building / specific floors] has been shut off immediately to prevent further property damage and to allow for emergency repairs.

Estimated Duration:

Our plumbing contractors are currently on-site. We anticipate that the water will remain off until approximately [Insert Time]. We will provide further updates if this timeline changes.

Instructions for Residents:

- Please ensure all faucets and water-based appliances (dishwashers/washing machines) are turned off.
- When water service is restored, you may experience air in the lines or slight discoloration. Run your cold water for a few minutes until it clears.

We apologize for this unexpected inconvenience and thank you for your patience while we resolve this emergency.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Emergency Contact Phone Number]