

Date: [Insert Date]

To: [Recipient Name/All Residents]

Subject: URGENT: Notification of Sudden Plumbing Failure and Emergency Repair

Dear [Recipient Name/Resident],

This letter is to inform you that we have experienced a sudden and significant plumbing failure at [Insert Property Address/Specific Location].

Due to the nature of this emergency, immediate repairs are required to prevent further damage. Please be advised of the following:

- **Nature of Issue:** [e.g., Burst pipe, main line blockage, sewage backup]
- **Water Shutdown:** [Water will be turned off immediately / Water will be shut off at (Time)]
- **Estimated Duration:** We expect repairs to be completed by [Insert Estimated Time/Date].
- **Affected Areas:** [e.g., Entire building, West wing only, Second floor]

Our maintenance team and emergency contractors are currently on-site working to resolve the issue as quickly as possible. We apologize for this unexpected inconvenience and appreciate your patience while we restore service.

If you have any urgent concerns or notice water damage in your specific area, please contact [Insert Contact Name] at [Insert Phone Number] immediately.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Contact Information]