

DATE: [Date]

TO: [Tenant Name]

ADDRESS: [Rental Unit Address]

SUBJECT: URGENT NOTICE OF EMERGENCY PLUMBING REPAIR

Dear [Tenant Name],

This letter is to inform you that an emergency plumbing issue has been reported at the property:
[Description of issue, e.g., major leak/burst pipe/sewage backup].

Due to the urgent nature of this matter and the potential for property damage or health hazards, immediate entry to your unit is required to perform repairs. Maintenance personnel or licensed plumbers will be entering your unit on:

DATE: [Date of entry]

TIME: [Time of entry/Window of arrival]

Under the emergency entry provisions of your lease agreement and local laws, prior 24-hour notice is being waived to mitigate further damage. We will make every effort to complete the work as quickly as possible and will ensure the unit is secured upon departure.

Water Service Interruption:

☐ Water will remain ON.

☐ Water will be temporarily SHUT OFF during the repair period.

If you have any questions, please contact management immediately at [Phone Number].

Thank you for your cooperation and understanding during this emergency.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]