

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: Transition to Digital Maintenance Request Portal

Dear Resident,

We are writing to inform you that [Property Management Name] is moving to a new digital system for all maintenance requests. Effective [Insert Date], we will no longer accept maintenance requests via [phone/paper forms/email].

By moving to a digital portal, we aim to provide faster response times and allow you to track the progress of your repairs in real-time.

How to Access the Portal:

- Website: [Insert URL]
- Login: [Insert Instructions, e.g., Use your email on file]
- App: [Insert App Name, if applicable]

Emergency Requests:

For immediate emergencies involving fire, flood, or safety hazards, please continue to call our 24-hour emergency line at: [Insert Phone Number].

If you have any questions or need assistance setting up your account, please contact the leasing office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation as we improve our services.

Sincerely,

[Your Name/Property Management Name]
[Property Address]
[Contact Information]