

Date: [Insert Date]

Property Address: [Insert Property Address]

Subject: IMPORTANT: Update to Emergency Maintenance Contact Information

Dear Resident(s),

Please be advised that following the recent foreclosure proceedings, the management and oversight of the property located at [Insert Property Address] have changed. Effective immediately, there is a new protocol for reporting emergency maintenance issues.

For all **emergency maintenance requests** that require immediate attention (such as flooding, total loss of heat, or electrical hazards), please contact the following representative:

New Contact Person/Company: [Insert Name]

24/7 Emergency Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

For non-emergency repairs, please continue to submit your requests in writing to: [Insert Mailing Address or Online Portal Link].

Please note that if you encounter a life-threatening emergency, such as a fire or gas leak, you should call **911** or your local utility provider immediately before contacting property management.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]