

URGENT: NOTICE OF EMERGENCY ENTRY

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Address]

Dear Resident,

This letter is to formally notify you that management or maintenance personnel have entered your unit on [Date] at [Time] due to an emergency water leak.

Emergency entry was necessary to prevent property damage and to ensure the safety of the building and neighboring units. Our team took the following actions:

- Identified the source of the leak located in: [Location, e.g., Kitchen/Bathroom]
- Action taken: [e.g., Shut off water valve / Repaired pipe]
- Status: [e.g., Fully repaired / Temporary fix - parts ordered]

We apologize for any inconvenience this unexpected entry may have caused. If further repairs are required, we will provide you with the standard notice for non-emergency access.

Please contact the management office at [Phone Number] if you have any questions or concerns.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]