

URGENT: EMERGENCY ENTRY NOTICE

Date: [Insert Date]

Property Address: [Insert Full Address]

Unit Number: [Insert Unit Number]

Dear Resident(s),

This letter serves as formal notice that an emergency entry into your unit was required on [Date] at approximately [Time].

The entry was necessary due to a **gas line burst / suspected gas leak** within the building. Under emergency safety protocols and local housing laws, immediate access was required to ensure the safety of all occupants and to perform urgent repairs.

Actions Taken:

- Inspection of gas lines and connections.
- Containment of the leak.
- [Insert any other specific repair actions taken].

The repair was performed by: [Insert Name of Company or Maintenance Personnel].

Current Status:

[] The gas has been safely restored.

[] The gas remains shut off pending further repairs. Estimated restoration: [Insert Date/Time].

We apologize for this intrusion and any inconvenience caused. Your safety is our primary concern.

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

Sincerely,

[Your Name/Property Management Name]

[Contact Information]