

## NOTICE OF EMERGENCY ENTRY AND REPAIR

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Unit Number and Street Address]

Dear Tenant,

This letter serves as formal notification that management/maintenance has entered your premises on [Date] at [Time] due to an emergency security situation regarding a **broken window**.

Under the emergency entry provisions of your lease agreement and local housing laws, immediate entry was necessary to secure the property, prevent weather damage, and ensure the safety of the residents and their belongings.

### **Action Taken:**

- Temporary board-up/security film installed.
- Glass replaced and area cleaned.
- Professional contractor scheduled for full replacement on: [Date/Time].

If you have any information regarding how this damage occurred, or if you notice any other issues, please contact the management office immediately at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Phone Number]