

NOTICE OF EMERGENCY ENTRY

Date: [Date]

To: [Tenant Name(s)]

Address: [Full Property Address and Unit Number]

Dear Resident,

This letter serves as formal notification that management and/or maintenance personnel have entered your premises on [Date] at [Time] due to an **emergency fire hazard** requiring immediate repair.

Reason for Emergency Entry:

[Describe hazard: e.g., smell of smoke, faulty electrical wiring, sparking outlet, activated fire alarm, gas leak, or blocked fire exit.]

Actions Taken:

[Describe repairs made: e.g., replaced faulty breaker, disconnected malfunctioning appliance, or inspected smoke detector.]

Under the terms of your lease agreement and local housing laws, management is permitted to enter the premises without prior notice in the event of an emergency that threatens the safety of the occupants or the integrity of the building.

If further repairs are necessary, we will contact you to schedule a follow-up visit during regular business hours.

Thank you for your cooperation in maintaining a safe living environment.

Sincerely,

[Name/Signature]

[Property Manager/Landlord Name]

[Contact Phone Number]