

## **URGENT: EMERGENCY REPAIR ENTRY NOTICE**

Date: [Insert Date]

To the Resident(s) of: [Insert Unit Number/Address]

This letter serves as formal notification that management and/or emergency repair technicians have entered your premises on [Insert Date] at [Insert Time].

### **Reason for Entry: EMERGENCY CARBON MONOXIDE LEAK REPAIR**

We received an alert or report regarding a potential Carbon Monoxide (CO) leak originating from or affecting your unit. Due to the immediate threat to life and safety, emergency entry was required without prior notice to inspect the premises, locate the source of the leak, and perform necessary repairs to ventilation, gas lines, or appliances.

### **Action Taken:**

- The leak was identified and repaired.
- Gas service to the unit has been temporarily shut off for safety.
- The unit has been aired out and cleared for re-entry.
- Other: [Insert Details]

### **Important Instructions:**

If you feel dizzy, have a headache, or feel nauseous, seek medical attention immediately. Do not tamper with any newly installed equipment or safety tags.

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

Sincerely,

[Management Name/Signature]

[Property Name]

[Contact Information]