

## **URGENT: NOTICE OF EMERGENCY ENTRY FOR ROOF REPAIR**

**Date:** [Insert Date]

**To:** [Insert Tenant Name]

**Property Address:** [Insert Full Address and Unit Number]

Dear Tenant,

This letter serves as formal notice that management and/or authorized contractors will be entering your unit to address an immediate roof compromise that requires urgent repair.

**Reason for Entry:** Emergency Roof Repair and Damage Inspection.

**Description of Issue:** A structural compromise or leak has been identified in the roofing system. Immediate intervention is required to prevent further interior damage, ensure structural integrity, and maintain a safe living environment.

**Date and Time of Entry:** [Insert Date] at approximately [Insert Time].

Due to the emergency nature of this repair, we are exercising our right to enter the premises to protect the property from further damage, as permitted by law/lease agreement. We will make every effort to minimize disruption to your space while the work is being performed.

Please ensure that the area directly beneath [Specific Room/Location] is cleared of personal belongings if possible to prevent accidental damage during the repair process.

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

Thank you for your cooperation in this urgent matter.

Sincerely,

[Your Name/Property Management Name]  
[Contact Information]