

## NOTICE OF EMERGENCY ENTRY FOR REPAIRS

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Full Address]

Dear Resident,

This letter serves as formal notice that management and/or maintenance personnel will be entering your unit on [**Date of Entry**] at approximately [**Time of Entry**].

**Reason for Entry:** Emergency HVAC System Failure.

We have received a report of a critical heating/cooling failure that requires immediate inspection and repair to prevent further property damage and to ensure the safety and habitability of the building. Due to the emergency nature of this repair, immediate access is required.

You do not need to be present for this repair. If you have pets, please ensure they are secured in a crate or a room that does not require HVAC access.

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

Thank you for your immediate cooperation.

Sincerely,

[Management Name]

[Property Name/Company]

[Contact Information]