

DATE: [Date of Entry]

TIME: [Time of Entry]

TO: [Tenant Name(s)]

ADDRESS: [Rental Unit Address]

NOTICE OF EMERGENCY ENTRY

Dear Tenant,

This letter serves as formal notification that management or authorized maintenance personnel entered your residence today, [Date], at [Time], due to an emergency situation involving:

- ☐ Water leak / Plumbing emergency
- ☐ Fire or smoke hazard
- ☐ Gas leak
- ☐ Structural damage
- ☐ Other: [Description of Emergency]

Action Taken:

[Brief description of repairs performed or inspections made]

As this was an emergency affecting the safety of the building or its occupants, prior notice was not possible. We have ensured that your unit was secured upon our departure.

Follow-up Required:

☐ No further action is needed at this time.

☐ Maintenance will need to return on [Date] to complete repairs.

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

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]