

Date: [Insert Date]

To: [Tenant or Resident Name]

Address: [Unit Number and Street Address]

Subject: Notice of Emergency Plumbing Repair

Dear [Tenant Name],

This letter is to inform you that an emergency plumbing issue has been identified at the property located at [Address]. To prevent further damage to the building and ensure the safety of all residents, immediate repairs are required.

Reason for Emergency: [e.g., Burst pipe, main sewer line blockage, major leak]

Repair Schedule:

The repairs are scheduled to begin on [Date] at approximately [Time]. We anticipate that the work will be completed by [Estimated Completion Time].

Utility Interruption:

Please be advised that the water supply to [your unit / the entire building] will be temporarily shut off during this period. We recommend that you draw any necessary water for personal use prior to the start time mentioned above.

Access to Premises:

Due to the emergency nature of this repair, maintenance personnel and/or licensed plumbers will need to enter your unit to [perform repairs / inspect for damage]. We apologize for the short notice and any inconvenience this may cause.

If you have any urgent questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]