

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

RE: URGENT NOTICE - EMERGENCY ELECTRICAL REPAIR

Dear [Tenant Name],

This letter is to inform you that an emergency electrical failure has been identified at [Property Name/Address]. Due to the potential safety hazards and the risk of fire or total power loss, immediate repairs are required.

Scheduled Repair Details:

- **Date of Repair:** [Date]
- **Estimated Start Time:** [Time]
- **Estimated Completion:** [Time]

Please be advised that the power to [Your Unit / The Entire Building] will be temporarily shut off during this period to allow our licensed electricians to work safely. We recommend unplugging sensitive electronic equipment (computers, televisions, etc.) prior to the scheduled start time.

Because this is an emergency situation involving safety and essential services, prior 24-hour notice may not be possible, and access to your unit may be required immediately as permitted by law.

We apologize for this inconvenience and appreciate your cooperation as we work to restore a safe electrical environment.

If you have any urgent questions, please contact [Management Name] at [Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]