

Date: [Insert Date]

To: [Tenant/Occupant Name]

Address: [Property Address/Unit Number]

Subject: URGENT: Emergency HVAC System Repair Notification

Dear [Tenant Name],

This letter is to inform you that we have identified an emergency issue with the HVAC (Heating, Ventilation, and Air Conditioning) system serving your unit/building. To prevent further damage and restore proper climate control, immediate repairs are required.

Maintenance Schedule:

- **Start Date/Time:** [Insert Date and Time]
- **Estimated Completion:** [Insert Date and Time]
- **Contractor/Technician:** [Insert Company Name]

During this period, you may experience a temporary loss of [Heating/Cooling/Airflow]. Our team will be entering the premises to access the [Thermostat/HVAC Unit/Vents] to perform the necessary work. We apologize for this inconvenience and are working to resolve the issue as quickly as possible.

Instructions for Occupants:

- Please ensure clear access to the HVAC closet or unit area.
- Keep pets secured in a separate room during the repair window.
- [Insert any other specific instructions].

If you have any urgent concerns or questions regarding this repair, please contact [Name/Management Office] at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]