

DATE: [Date]

TO: [Tenant Name/Occupant Name]

ADDRESS: [Property Address/Unit Number]

SUBJECT: URGENT: NOTICE OF EMERGENCY GAS REPAIR

Dear [Tenant/Occupant Name],

This letter is to formally notify you that an emergency gas leak has been detected at [Address/Building Name]. Due to the immediate safety risk, emergency repair works are being initiated immediately.

Nature of Work: Emergency repair of gas lines and leak detection.

Start Date/Time: [Start Date and Time]

Estimated Completion: [Estimated Date/Time]

IMPORTANT SAFETY INSTRUCTIONS:

- The gas supply to your unit [has been / will be] temporarily shut off for safety.
- Please do not attempt to turn the gas valves back on yourself.
- Maintenance personnel and utility technicians may require immediate access to your unit.
- Ensure all stovetops and gas appliances are turned to the "OFF" position.

We apologize for the inconvenience this disruption causes. However, the safety of all residents is our primary concern. We will notify you as soon as the repairs are complete and the gas service is restored.

If you have any questions or smell gas in areas not currently under repair, please contact [Management Name/Emergency Contact] at [Phone Number] immediately.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]