

**Date:** [Insert Date]

**To:** [Recipient Name/Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: NOTICE OF EMERGENCY STRUCTURAL REPAIRS**

Dear [Recipient Name],

This letter serves as formal notification that emergency structural damage has been identified at [Property Address]. Due to the nature of this damage, immediate repairs are required to ensure the safety and integrity of the building.

**Description of Issue:**

[Briefly describe the damage, e.g., cracked load-bearing wall, sagging ceiling, foundation shift].

**Work Schedule:**

Repairs are scheduled to begin on: [Start Date/Time]

Estimated completion date: [End Date]

**Access Requirements:**

Maintenance crews and structural contractors will require access to [Specific Areas/Your Unit] during this period. We will make every effort to minimize disruption; however, please be advised that [mention noise, dust, or temporary utility shut-offs].

**Safety Precautions:**

For your safety, please stay clear of the marked work zones. If an evacuation of specific areas is necessary, you will be notified immediately.

If you have any urgent concerns or information regarding the property that we should be aware of before work begins, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your immediate cooperation regarding this safety matter.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Contact Information]