

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

RE: URGENT NOTIFICATION - EMERGENCY WATER DAMAGE REPAIR

Dear [Tenant Name],

This letter is to formally notify you that an emergency water leak/damage issue has been identified in or near your unit located at [Unit Number].

Due to the urgent nature of this situation and the potential for property damage or mold growth, emergency repairs are required immediately. Maintenance personnel and/or contractors will be entering your unit on:

Date: [Date of Repair]

Estimated Time: [Start Time] to [End Time]

Because this is an emergency situation involving active water damage, we are exercising our right to enter the premises immediately to mitigate further loss, as permitted by law and your lease agreement.

Actions required from you:

- Please ensure all pets are secured in a crate or removed from the premises.
- Please clear the area around [Specific Area, e.g., kitchen sink/bathroom] to allow technicians space to work.
- Do not use [Specific Appliance/Water Source] until the repair is complete.

We apologize for this unexpected inconvenience and thank you for your cooperation in protecting the property.

If you have any questions, please contact the management office immediately at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]