

**Date:** [Date]

**From:**

[Property Owner/Manager Name]

[Address]

[City, State, Zip Code]

**To:**

[Tenant Name/Contractor/Insurance Company]

[Address]

[City, State, Zip Code]

**Subject: NOTICE OF EMERGENCY REPAIRS DUE TO SEVERE STORM DAMAGE**

Dear [Recipient Name],

This letter serves as formal notification regarding severe storm damage sustained at the property located at [Property Address] on [Date of Storm].

Due to the nature of the damage, immediate emergency repairs are required to ensure the safety of the occupants and to prevent further structural deterioration. The specific damage includes:

- [Description of damage, e.g., Roof leak, broken windows, fallen trees]
- [Description of damage]

Emergency repair work is scheduled to commence on [Start Date/Time]. The following actions will be taken:

- [Action, e.g., Tarping the roof]
- [Action, e.g., Securing broken entry points]
- [Action, e.g., Water extraction]

Please be advised that [Contractor Name/Maintenance Team] will be on-site to perform these tasks. We apologize for any inconvenience caused by the noise or temporary loss of utility access during this period.

If you have any urgent concerns or need to provide access to specific areas of the property, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your cooperation during this emergency situation.

Sincerely,

[Signature]

[Printed Name]