

Date: [Date]

To: [Tenant Name/Recipient Name]

Address: [Property Address and Unit Number]

Subject: NOTICE OF EMERGENCY WINDOW REPAIR

Dear [Recipient Name],

This letter is to formally notify you that an emergency repair is required at the property located at [Address] due to a broken window in the [Location, e.g., Living Room/Master Bedroom].

To ensure the security of the premises and to prevent weather damage or safety hazards, emergency repairs have been scheduled for:

Date of Repair: [Date]

Estimated Time: [Time]

Because this situation constitutes an emergency regarding the safety and habitability of the unit, maintenance personnel or contracted professionals will enter the premises at the time stated above to perform the necessary board-up or glass replacement.

Please ensure that the area around the window is clear of personal belongings to allow the technicians room to work. If you have pets, please ensure they are secured in a separate room.

If you have any urgent questions, please contact [Contact Person Name] at [Phone Number].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Management Name]

[Your Title]

[Phone Number]