

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number, if applicable]

Subject: NOTICE OF EMERGENCY REPAIRS - FIRE DAMAGE

Dear [Recipient Name],

This letter serves as formal notification that emergency repairs are required at the property listed above due to fire damage that occurred on [Date of Fire].

To ensure the safety of the structure and its occupants, and to prevent further deterioration of the property, the following emergency actions are being taken immediately:

- [Repair Item 1: e.g., Boarding up broken windows/doors]
- [Repair Item 2: e.g., Structural stabilization/shoring]
- [Repair Item 3: e.g., Electrical and utility safety inspections]
- [Repair Item 4: e.g., Water extraction and smoke remediation]

Authorized personnel and contractors will be accessing the premises starting on [Start Date/Time] to perform these essential works. We anticipate these emergency measures will continue until approximately [Estimated Completion Date].

Safety Warning: Please do not enter the affected areas marked as hazardous. Follow all instructions provided by the onsite safety team and emergency responders.

If you have any questions regarding these repairs or need to discuss access to the property for personal belongings, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your immediate cooperation during this emergency situation.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]