

Date: [Insert Date]

Subject: URGENT: Emergency Repair Notification - Security Gate

Dear [Resident/Tenant/Employee Name],

Please be advised that we are currently performing emergency repairs on the main security gate located at [Insert Location/Gate Name].

Reason for Repair: [Insert Brief Reason, e.g., Mechanical Failure/Vehicle Impact]

Estimated Duration: The gate is expected to be out of service from [Start Time] until approximately [End Time] on [Date].

Access Instructions:

During this period, please use the following alternative entrance: [Insert Alternative Route]. Security personnel [will/will not] be on-site to manually direct traffic.

We apologize for this unexpected inconvenience and are working to restore normal operation as quickly as possible to ensure the continued security of the premises.

If you have any immediate concerns, please contact [Department/Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]