

Date: \_\_\_\_\_

**Dear Tenant:**

For period \_\_\_\_\_ through \_\_\_\_\_, we will not be available to our tenants. During this time, Washington Landlord Association has been authorized to act in our behalf for any emergency situation that may arise.

Should you need a key, have an emergency repair, have a problem with a neighbor, or any other matter that needs immediate attention, call WLA's 24-hour service line at **(360)753-9150** or toll-free at **(888)753-9150**.

Thank you for your attention

\_\_\_\_\_

*Owner/Manager*