

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

**Subject: Notice of Biannual Plumbing Preventative Maintenance**

Dear Resident,

This letter is to inform you that we have scheduled our routine biannual plumbing preventative maintenance for your building. This proactive service is performed twice a year to ensure all systems are functioning correctly and to prevent emergency leaks or clogs.

**Maintenance Details:**

- **Date:** [Day of the week], [Date]
- **Time Window:** [Start Time] to [End Time]
- **Scope of Work:** Inspection of faucets, drains, toilets, and water heaters.

Maintenance staff or authorized plumbers will require access to your unit during the timeframe listed above. You do not need to be present, but please ensure that all pets are secured and that areas under sinks are cleared of personal items to allow easy access to the pipes.

We apologize for any inconvenience this may cause and thank you for your cooperation in maintaining the property.

Sincerely,

[Management Name]

[Phone Number]

[Email Address]