

Date: [Insert Date]

To: [Resident/Tenant Name]

Address: [Unit Number/Street Address]

Subject: Quarterly HVAC Filter Replacement and Maintenance

Dear Resident,

This letter is to inform you that we have scheduled the quarterly preventative maintenance for your heating and cooling (HVAC) system. Regular filter replacements are essential to ensure indoor air quality and the efficient operation of the equipment.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM - 12:00 PM]

Maintenance staff will be entering your unit to perform the following:

- Remove and replace the HVAC air filter.
- Inspect the unit for proper operation.
- Check the condensate drain line.

Please ensure that the area around your HVAC closet or return air vent is clear of furniture and personal items to allow our technicians easy access.

If you have pets, please ensure they are secured in a separate room or crate during the scheduled maintenance window.

You do not need to be present during this service. If you have any questions or need to reschedule, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Building/Company Name]