

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address and Unit Number]

Subject: 48-HOUR NOTICE OF ROUTINE HVAC SYSTEM INSPECTION

Dear [Tenant Name],

This letter serves as formal notice that management or authorized contractors will be entering your unit to perform a routine inspection and maintenance of the HVAC (Heating, Ventilation, and Air Conditioning) system.

Date of Inspection: [Date of Inspection]

Estimated Time Window: [Start Time] to [End Time]

This maintenance visit will include checking system performance, replacing air filters, and ensuring all components are operating safely. This is a mandatory inspection to ensure the longevity of the equipment and the comfort of your living environment.

You are not required to be present during this inspection. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the technicians. Please also ensure that the area around the HVAC unit/closet is clear of any personal belongings to allow for easy access.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Property Management/Landlord]