

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building/Property Name]

Subject: Notice of Routine HVAC Maintenance and Filter Change

Dear Resident,

This letter is to inform you that we have scheduled routine maintenance for the heating, ventilation, and air conditioning (HVAC) systems in your building. This maintenance includes a professional inspection of the unit and a mandatory air filter replacement.

Scheduled Date: [Insert Date]

Scheduled Time: Between [Start Time] and [End Time]

To ensure a quick and efficient service, please note the following:

- Maintenance staff or contracted technicians will require access to the HVAC closet or unit inside your residence.
- Please ensure there is a clear path to the HVAC unit by moving any furniture or personal items that may block access.
- If you have pets, please ensure they are secured in a separate room or crate during the scheduled window.

You do not need to be present during this service if the management office has a key to your unit. If you have changed your locks or have a security system, please contact the office immediately to arrange access.

Regular maintenance helps improve air quality and ensures your system runs efficiently throughout the season. We apologize for any inconvenience this may cause and appreciate your cooperation.

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

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company/Building Name]