

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Scheduled HVAC Maintenance and Filter Replacement**

Dear [Tenant Name],

This letter is to inform you that a technician will be visiting your unit to perform routine maintenance on the Heating, Ventilation, and Air Conditioning (HVAC) system. This visit will include a system inspection and a mandatory air filter replacement.

**Scheduled Date:** [Date of Visit]

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

You do not need to be present during this visit, as a member of the management team will accompany the technician. However, if you have pets, please ensure they are secured in a crate or a separate room for the duration of the appointment.

To ensure the technician can complete the work efficiently, please clear any items blocking the access panels or the HVAC closet area before the scheduled time.

If you have any questions or need to reschedule due to a conflict, please contact the management office at [Phone Number] or [Email Address] by [Deadline Date/Time].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Name]