

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address and Unit Number]

NOTICE OF SCHEDULED HVAC MAINTENANCE

Dear Tenant,

This letter is to inform you that we have scheduled routine maintenance and filter replacement for the HVAC (Heating, Ventilation, and Air Conditioning) system in your unit.

Scheduled Date: [Date of Service]

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

The service will include:

- Replacement of air filters.
- Inspection of the heating and cooling components.
- Cleaning of condensate lines.

A maintenance technician will require access to your unit during the time specified above. You do not need to be present for this service, as [Management/The Landlord] will provide access if you are away.

Please ensure the following:

- The area around the HVAC unit/closet is clear of personal items.
- Any pets are secured in a separate room or crate.

If you have any questions or if there is a conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping the building equipment in good working order.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]