

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Subject: Notice of Scheduled HVAC Preventative Maintenance

Dear [Tenant Name],

This letter is to inform you that we have scheduled routine preventative maintenance for the heating, ventilation, and air conditioning (HVAC) system in your unit.

Regular maintenance ensures your system operates efficiently, improves air quality, and helps prevent unexpected breakdowns.

Scheduled Date: [Date of Service]

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

During this visit, a technician from [Company Name] will require access to your unit to perform the following:

- Filter replacement
- System inspection and cleaning
- Thermostat calibration check
- Drain line inspection

Please ensure that the area around the HVAC unit and thermostat is clear of personal items to allow the technician enough space to work. If you have pets, we kindly ask that they be secured in a separate room during the service.

You do not need to be present during this appointment if you have previously authorized management to enter using a master key. If you prefer to be home and need to reschedule, please contact us at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation in keeping your home comfortable and well-maintained.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company Name]
[Phone Number]