

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Annual Water Heater Flush and Preventative Maintenance

Dear [Recipient Name],

This letter is to inform you that it is time for the scheduled preventative maintenance and flushing of the water heater located at [Property Address].

Over time, sediment and mineral deposits build up at the bottom of the water heater tank. Regular maintenance is necessary to:

- Improve energy efficiency and lower utility costs.
- Prevent internal corrosion and extend the life of the unit.
- Ensure consistent water temperature and pressure.
- Identify potential leaks before they cause water damage.

We have scheduled this service for:

Date: [Date of Service]

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

A technician will require access to the water heater. Please ensure the area around the unit is clear of any personal items. The process typically takes 45 to 90 minutes, during which time hot water may be briefly unavailable.

If you need to reschedule or have any questions, please contact us at [Phone Number] or [Email Address] at your earliest convenience.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Signature]
[Your Printed Name]