

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Annual Winterization and Plumbing Inspection

Dear [Tenant Name],

To ensure your home remains comfortable and to prevent maintenance issues during the upcoming cold weather, we have scheduled an annual winterization and plumbing inspection for your unit.

Inspection Date: [Date of Inspection]

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

During this visit, maintenance staff will perform the following tasks:

- Inspecting and insulating exposed pipes.
- Checking faucets and drains for leaks.
- Testing the heating system and water heater.
- Servicing exterior hose bibs and shut-off valves.
- Checking window and door seals for drafts.

You do not need to be present during the inspection, as management will use a master key to gain entry. However, please ensure that all work areas (under sinks, near the water heater, and around the furnace) are clear of personal items. If you have pets, please ensure they are secured in a crate or a separate room for the safety of our staff.

If you have noticed any specific plumbing or heating issues recently, please let us know in advance or leave a written note on the kitchen counter.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]