

[Date]

[Property Owner Name]

[Street Address]

[City, State, Zip Code]

Subject: Important Information Regarding Routine Gutter and Roof Maintenance

Dear [Property Owner Name],

We are writing to provide you with important information regarding the routine maintenance of your property's roofing and gutter systems. Regular upkeep is essential to prevent water damage and extend the lifespan of your home.

Our records indicate that it is time for a scheduled inspection and cleaning. Clogged gutters and debris on the roof can lead to several issues, including:

- Water overflow causing damage to the foundation and siding.
- Roof leaks and wood rot.
- Pest infestations and mold growth.
- Ice damming during winter months.

Scheduled Maintenance Details:

Date: [Date of Service]

Time: [Time of Service]

Scope of Work: [e.g., Debris removal, downspout flushing, and shingle inspection]

Please ensure that all pets are kept indoors and that access to the perimeter of the building is clear on the scheduled date. You do not need to be home for this exterior service unless interior access is required.

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

Thank you for your cooperation in maintaining the integrity of your property.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]