

Date: [Insert Date]

To: [Recipient Name/All Residents]

From: [Property Management/Your Name]

Subject: Notice of HVAC System Replacement

Dear [Resident Name/Neighbor],

This letter is to inform you that we will be replacing the HVAC (Heating, Ventilation, and Air Conditioning) system at [Insert Address/Location].

Scheduled Work Dates: [Start Date] to [End Date]

Working Hours: [Start Time] to [End Time]

During this period, you can expect the following:

- Presence of service technicians and contractors on-site.
- Occasional noise from power tools and machinery.
- Temporary interruption of heating and cooling services.
- Brief obstruction of [Insert Hallways/Parking Spaces/Entryways], if applicable.

We apologize for any inconvenience this necessary upgrade may cause. This new system will provide better efficiency and improved air quality for the building.

If you have any questions or specific concerns regarding access to your unit, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and patience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]