

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Notification of Refrigerator Repair/Maintenance

Dear [Tenant Name],

This letter is to inform you that a repair technician has been scheduled to address the reported issues with the refrigerator in your unit.

Scheduled Date: [Date of Repair]

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

Please ensure that the area around the refrigerator is clear of any obstacles to allow the technician easy access. If the repair requires the unit to be unplugged for an extended period, we recommend moving perishable items to a cooler or alternative storage.

Management [will/will not] be accompanying the technician to provide entry. If you will not be home, please ensure that any pets are secured in a separate room.

If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Property Management Company Name]