

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Insert Property Address/Unit Number]

Subject: Notification of Scheduled Appliance Maintenance

Dear [Tenant Name],

This letter is to inform you that we have scheduled routine maintenance for the appliances in your unit. Regular servicing is performed to ensure that all equipment remains in safe and efficient working order.

Maintenance Details:

- **Date:** [Insert Date]
- **Estimated Time:** [Insert Start Time] to [Insert End Time]
- **Appliances to be Serviced:** [e.g., Refrigerator, HVAC, Dishwasher, etc.]

A maintenance technician from [Company Name/Building Management] will require access to your unit during the timeframe listed above. You do not need to be present, provided that any pets are secured and access to the appliances is cleared of personal items.

If you have any specific instructions regarding entry or if there is a conflict with this schedule, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in helping us maintain your home.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]