

Date: [Insert Date]

To: All Tenants of [Insert Property Name/Address]

**Subject: Notice of Annual HVAC Inspection and Filter Upgrade**

Dear Resident,

This letter is to inform you that we have scheduled the annual inspection and maintenance of the Heating, Ventilation, and Air Conditioning (HVAC) systems for all units.

**Scheduled Date:** [Insert Date]

**Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]

The inspection will include:

- A full safety check of the HVAC unit.
- Cleaning of essential components.
- An upgrade of your current air filters to high-efficiency filters to improve indoor air quality.

Maintenance personnel will require access to your unit during the time window listed above. You do not need to be present, provided that any pets are secured and the area around the HVAC closet or vents is clear of personal items.

Regular maintenance ensures your system runs efficiently and helps prevent emergency repairs during extreme weather. If you have any questions or have a specific security concern regarding access, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Insert Property Manager Name]  
[Insert Building Management Name]