

**Date:** [Insert Date]

**To:** All Residents/Tenants

**Subject:** Notice of Building-Wide HVAC Service and Filter Replacement

Dear Resident,

Please be advised that the building management has scheduled routine maintenance for the HVAC (Heating, Ventilation, and Air Conditioning) system throughout the entire property. This service is essential to ensure air quality and the efficient operation of your climate control system.

**Scheduled Date:** [Insert Date]

**Scheduled Time:** [Insert Time Range, e.g., 9:00 AM to 5:00 PM]

During this time, maintenance personnel and contractors will require access to your unit to perform the following tasks:

- Inspection of the HVAC unit.
- Replacement of air filters.
- Cleaning of condensate lines and coils where necessary.

Please ensure that the area around your HVAC closet or vents is clear of personal items to allow technicians enough space to work. If you have pets, please ensure they are secured in a separate room or crate during the service window.

If you have any questions or have a specific security concern regarding access to your unit, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our building systems running smoothly.

Sincerely,

Building Management  
[Insert Property Name]