

Date: [Insert Date]

To: All Tenants / [Company Name]

Subject: Notice of Scheduled HVAC Inspection and Filter Change

Dear Tenant,

Please be advised that we have scheduled a routine inspection and preventative maintenance for the HVAC (Heating, Ventilation, and Air Conditioning) units serving your commercial space.

Scheduled Date: [Insert Date]

Scheduled Time: [Insert Time Window, e.g., 9:00 AM - 12:00 PM]

The scope of work includes:

- Full system diagnostic and inspection.
- Replacement of all air filters.
- Cleaning of coils and condensate lines.
- Testing of thermostat functionality.

Maintenance technicians from [Name of HVAC Company] will require access to all mechanical closets, rooftop units, and vents within your suite. We ask that you ensure these areas are clear of obstructions prior to their arrival.

This routine service is essential to maintain indoor air quality and ensure the efficiency of the cooling and heating systems. We do not anticipate any interruption to your electrical service during this time.

If you have any questions or need to reschedule due to specific business operations, please contact the Property Management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Building Name]