

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: NOTICE OF RESCHEDULED HVAC INSPECTION AND FILTER CHANGE**

Dear [Tenant Name],

Please be advised that the previously scheduled HVAC system inspection and filter change for your unit has been rescheduled.

**Original Date:** [Original Date]

**New Date:** [New Date]

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

During this time, maintenance personnel or contracted technicians will enter your unit to inspect the heating and cooling system, verify thermostat operation, and replace the air filters. This routine maintenance is necessary to ensure the efficiency of your system and maintain air quality.

Please ensure that the area around the HVAC unit and all return air vents are clear of furniture or personal items to allow the technicians easy access.

If you have pets, please make sure they are secured in a separate room or a crate during the scheduled window.

We apologize for any inconvenience caused by this change in schedule. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Building Name]