

[Date]

[Tenant/Homeowner Name]

[Street Address]

[City, State, Zip Code]

Subject: Scheduled HVAC System Audit and Filter Replacement

Dear [Resident Name],

This letter is to inform you that a routine audit and maintenance check of the HVAC (Heating, Ventilation, and Air Conditioning) system in your residence has been scheduled for:

Date: [Day of week, Month Date, Year]

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

During this visit, a certified technician will perform the following tasks:

- Inspection of the indoor and outdoor units.
- Testing of thermostat operations.
- Replacement of air filters.
- Clearing of condensate drain lines.

Please ensure that the technician has clear access to the furnace/air handler closet, the thermostat, and the outdoor condenser unit. If you have pets, we kindly ask that they be secured in a separate room during the service window.

If you are unable to be present during this time or need to reschedule, please contact [Contact Name] at [Phone Number] or [Email Address] at least 24 hours in advance.

Regular maintenance ensures your system runs efficiently and helps maintain healthy indoor air quality. Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Phone Number]