

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Notice of Routine HVAC Maintenance and Filter Replacement

Dear Resident,

This letter is to inform you that we have scheduled routine maintenance for the Heating, Ventilation, and Air Conditioning (HVAC) system in your unit. Regular maintenance is necessary to ensure the efficiency of the system and to maintain optimal indoor air quality.

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

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

During this visit, maintenance personnel will perform the following:

- Inspection of the HVAC unit and thermostat.
- Replacement of the air filters.
- Cleaning of the condensate drain lines.
- Verification of proper system operation.

Authorized maintenance staff or contractors will require access to your unit during the time specified above. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the technicians.

You do not need to be present during this maintenance; however, please ensure that the area around the HVAC closet or furnace is clear of personal belongings to allow easy access.

If you have any questions or if there is a specific concern regarding your heating or cooling system that you would like us to address, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]