

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

Subject: Scheduled Seasonal HVAC Maintenance and Filter Replacement

This letter is to inform you that we have scheduled a seasonal maintenance check for the heating, ventilation, and air conditioning (HVAC) system in your unit. Regular maintenance ensures the system runs efficiently and helps maintain good indoor air quality.

The service is scheduled for:

- **Date:** [Date of Service]
- **Estimated Time:** [Start Time] to [End Time]

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

- Inspect and clean the HVAC unit.
- Replace the air filters.
- Ensure all thermostats and controls are functioning correctly.

You do not need to be present during this maintenance; however, please ensure that the technician has clear access to the HVAC closet, vents, and thermostat. If you have pets, please ensure they are secured in a separate room for the duration of the visit.

If the scheduled time does not work for you, please contact us immediately at [Phone Number] or [Email Address] to reschedule.

Thank you for your cooperation in helping us maintain the property.

Best regards,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]