

Date: [Insert Date]

To: All Residents / Tenants of [Insert Building Name/Address]

Subject: Notice of HVAC System Inspection and Filter Replacement

Dear Resident,

Please be advised that we have scheduled a routine inspection of the HVAC (Heating, Ventilation, and Air Conditioning) units and a standard filter replacement for all individual units.

Scheduled Date: [Insert Date]

Scheduled Time Window: [Insert Time, e.g., 9:00 AM to 5:00 PM]

The purpose of this visit is to ensure that your system is operating efficiently, to maintain indoor air quality, and to prevent potential equipment failure.

What you need to do:

- Please ensure that the area around the HVAC closet or unit is clear of personal items to allow the technician easy access.
- If you have pets, please ensure they are secured in a separate room or crate during the scheduled time.
- You do not need to be present for this service; a member of the management team will accompany the technician if necessary.

If you have any questions or have a specific concern regarding your HVAC system, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in maintaining the building's infrastructure.

Sincerely,

[Your Name/Company Name]

[Property Management/Building Maintenance]