

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

Subject: Notice of Upcoming HVAC Maintenance and Filter Replacement

Dear Resident,

This letter is to inform you that we have scheduled routine maintenance and filter replacements for the HVAC (Heating, Ventilation, and Air Conditioning) systems in your building.

Regular maintenance is essential to ensure your system runs efficiently, maintains good air quality, and prevents unexpected breakdowns. Maintenance is scheduled for your unit on the following date and time:

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

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

During this visit, a technician will:

- Inspect the HVAC unit and thermostat.
- Replace the air filters.
- Clean necessary components.
- Check for proper drainage and airflow.

Please ensure that the area around your 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 during the service window.

You do not need to be present during this service, as [Management/Maintenance] will provide access to the technician. However, if you have any questions or need to reschedule due to a specific conflict, please contact the office at [Phone Number] or [Email Address] by [Deadline Date].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Contact Information]