

**Date:** [Insert Date]

**To:** [Recipient Name/Tenant Name]

**Subject:** URGENT: HVAC System Assessment and Filter Replacement

Dear [Recipient Name],

This letter is to inform you that an urgent assessment of the HVAC system at **[Property Address/Unit Number]** has been scheduled for **[Date of Service]** between the hours of **[Start Time]** and **[End Time]**.

To ensure optimal air quality and system efficiency, our maintenance team will be performing the following tasks:

- Full mechanical inspection of the heating and cooling units.
- Replacement of all air filters.
- Cleaning of primary intake vents.
- Testing of thermostat functionality.

Please ensure that the areas around your HVAC unit and return air vents are clear of any furniture, personal belongings, or obstructions prior to the technician's arrival. If you have pets, please ensure they are secured in a separate room for the duration of the visit.

Failure to provide access for this essential maintenance may result in system failure or increased utility costs. If you have any immediate concerns or need to reschedule due to a conflict, please contact **[Contact Name/Department]** at **[Phone Number/Email]** immediately.

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Contact Information]