

[Date]

[Customer Name]

[Customer Service Address]

[City, State, Zip Code]

Subject: Scheduled Irrigation System Winterization

Dear [Customer Name],

As an authorized landscaping vendor for your property, we are contacting you to schedule your annual irrigation system winterization. To prevent pipe bursts and costly freeze damage, it is essential to professionally drain and blow out your sprinkler system before the first hard freeze.

Your appointment has been scheduled for:

Date: [Date of Appointment]

Arrival Window: [Start Time] - [End Time]

Important Instructions:

- Please ensure our technicians have access to your irrigation controller (timer).
- If your controller is located inside a garage or basement, an adult must be present to provide entry.
- Please turn off the main water supply valve to the irrigation system prior to our arrival.

If you need to reschedule this appointment, please contact us at [Phone Number] or [Email Address] at least 48 hours in advance.

Thank you for choosing [Company Name] for your seasonal maintenance needs.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]