

[Date]

[Tenant Name]

[Business Name]

[Property Address/Suite Number]

**Subject: MANDATORY SEASONAL SPRINKLER WINTERIZATION ADVISORY**

Dear Tenant,

As the winter season approaches, we are writing to inform you of the upcoming scheduled winterization of the commercial irrigation and sprinkler systems at [Property Name].

To prevent pipe bursts, water damage, and equipment failure caused by freezing temperatures, our maintenance team will be performing the following actions:

- **System Shutdown Date:** [Insert Date]
- **Service Time:** [Insert Time Range]
- **Action Required:** Please ensure all exterior faucets are clear of hoses or attachments. No interior access is required at this time.

Once the system has been blown out and deactivated, the irrigation will remain off until the spring thaw. We ask that you do not attempt to operate the exterior watering systems until further notice from management.

If you notice any existing leaks or concerns regarding the plumbing in your unit before the freeze, please report them to the management office immediately.

Thank you for your cooperation in protecting the property.

Sincerely,

[Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]