

[Date]

[Tenant Name]

[Suite Number/Address]

[City, State, Zip Code]

RE: Scheduled HVAC Maintenance and Filter Replacement

Dear Tenant,

Please be advised that scheduled maintenance for the HVAC system in your unit is set to take place on the following date and time:

Date: [Service Date]

Window: [Start Time] to [End Time]

This routine service includes a full inspection of the heating and cooling units and the replacement of all air filters to ensure optimal air quality and system efficiency.

To facilitate this service, we kindly ask that you:

- Clear any furniture or storage items blocking access to the HVAC closet or ceiling access panels.
- Ensure any pets are secured during the service window.
- Notify your staff that a technician will be entering the premises.

The technician will be accompanied by a member of the building management team. We do not anticipate any interruption to your electrical power during this time.

If you have any questions or need to reschedule due to a specific conflict, please contact the Management Office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation in maintaining the building systems.

Sincerely,

[Your Name/Property Manager]

[Company Name]

[Contact Information]