

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Update to HVAC Filter Replacement Policy

Dear [Recipient Name/Resident/Tenant],

We are writing to inform you of an update regarding the maintenance policy for the HVAC (Heating, Ventilation, and Air Conditioning) systems at [Property Name/Address]. This change is effective as of [Effective Date].

To ensure the longevity of the equipment and maintain optimal indoor air quality, the following policy is now in place:

- **Frequency:** HVAC filters must be inspected and replaced every [3/6/12] months.
- **Responsibility:** [Management/The Tenant] is responsible for the cost and physical replacement of the filters.
- **Filter Specifications:** Only filters with a minimum rating of [MERV Rating] and size [Dimensions] should be used.
- **Documentation:** [Optional: Tenants must provide proof of replacement or allow access for scheduled inspections on [Date/Time]].

Regular filter changes reduce energy consumption, lower utility bills, and prevent costly system breakdowns. Failure to comply with this policy may result in [mention consequences, such as repair charges or maintenance fees].

If you have any questions or require assistance identifying the correct filter for your unit, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining a comfortable living environment.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]