

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

**RE: Notice of Mandatory HVAC Filter Replacement Compliance**

Dear [Tenant Name],

This letter serves as a formal notice regarding the mandatory maintenance of the HVAC system in your unit. To ensure the efficiency of the equipment and maintain indoor air quality, regular filter replacements are required per your lease agreement.

**Compliance Requirements:**

- HVAC filters must be replaced every [Number] months.
- The next scheduled replacement must be completed by [Date].
- Filter size required: [Size/Dimensions].

**Action Required:**

Please confirm that the filter has been replaced by [Instruction: e.g., replying to this email, uploading a photo to the portal, or returning the attached confirmation slip].

Failure to replace filters can lead to system malfunctions, higher utility costs, and potential repair charges. If you require assistance or have questions regarding the location of the filter housing, please contact management immediately.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Property Manager Name]

[Property Management Company]

[Phone Number]