

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Quarterly HVAC Filter Change Schedule

Dear [Tenant Name],

This letter is to inform you that the quarterly HVAC maintenance and air filter replacement for your unit is scheduled for:

Date: [Day of Week, Month Date, Year]

Time Window: [Start Time] to [End Time]

Routine filter changes are essential for maintaining indoor air quality and ensuring the efficiency of your heating and cooling system. During this visit, maintenance staff will require brief access to the HVAC closet or intake vents located within your unit.

Please ensure that any areas surrounding the HVAC unit are clear of personal belongings. If you have pets, we kindly ask that they be secured in a separate room or crate during the scheduled time.

You do not need to be present during this service if you have authorized management to enter using our master key. If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] at least 24 hours in advance.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Building/Company Name]