

Date: [Current Date]

To: [Tenant or Client Name]

Address: [Property Address]

Subject: Rescheduling HVAC Filter Maintenance

Dear [Name],

I am writing to inform you that we need to reschedule the upcoming HVAC filter maintenance appointment originally set for [Original Date] at [Original Time].

Due to [Reason for Change, e.g., an unexpected scheduling conflict], we have moved your appointment to the following time:

**New Date:** [New Date]

**New Time:** [New Time Range]

This routine maintenance is essential to ensure your air conditioning and heating system operates efficiently and maintains good air quality. The technician will require access to the HVAC unit to replace the filters and perform a quick inspection.

If this new time does not work for you, please contact us as soon as possible at [Phone Number] or [Email Address] to find a more convenient slot.

We apologize for any inconvenience this change may cause and appreciate your cooperation.

Sincerely,

[Your Name]

[Your Company/Property Management Name]