

Dear Resident/Tenant,

As part of our commitment to maintaining a comfortable and healthy environment, we are scheduled to perform seasonal HVAC filter replacements in all units.

**Scheduled Date:** [Insert Date]

**Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]

During this time, maintenance personnel will require brief access to your unit to replace the air filters and perform a quick inspection of the heating and cooling system. This process ensures optimal air quality and system efficiency for the upcoming season.

Please ensure that the area around your HVAC unit or return air vents is clear of any personal items or furniture to allow our team easy access.

If you have pets, please make sure they are secured in a separate room or crate during the scheduled window.

If you have any questions or concerns regarding this scheduled maintenance, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Best regards,

[Your Name/Property Management Name]

[Property Name]