

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Property Address / Unit Number]

**Subject: Reminder: Scheduled HVAC Maintenance**

Dear [Tenant Name],

This is a reminder that a technician will be visiting your unit to perform routine seasonal maintenance on the Heating, Ventilation, and Air Conditioning (HVAC) system.

**Scheduled Date:** [Insert Date]

**Estimated Time Window:** [Insert Time, e.g., 9:00 AM - 12:00 PM]

Regular maintenance is necessary to ensure the system runs efficiently and to maintain air quality in your home. The inspection will include changing filters, cleaning coils, and checking the overall system performance.

**Action Required:**

Please ensure that the area around the HVAC unit (and thermostat) is clear of personal items so the technician can gain easy access. If you have pets, please ensure they are secured in a separate room or crate during this window.

[Optional: A representative of management will accompany the technician / The technician will use a master key if you are not home.]

If you have any questions or need to reschedule due to an emergency, please contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name / Property Manager Name]

[Company Name]