

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

**Subject: Notification of Upcoming HVAC Filter Replacement**

Dear [Tenant Name],

This letter is to inform you that we will be performing routine maintenance to replace the HVAC air filters in your unit. Regular filter changes are necessary to ensure your heating and cooling system operates efficiently and maintains good indoor air quality.

**Scheduled Date:** [Date of Service]

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

Maintenance personnel will require brief access to the utility closet or HVAC intake area inside your unit. You do not need to be present during this time, provided that all pets are secured and the area around the HVAC unit is clear of personal items.

If you have any questions or if there are specific entry instructions (such as alarm codes or pet concerns), please contact the management office at [Phone Number] or [Email Address] by [Deadline Date/Time].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord]

[Contact Information]