

# Winter Property Maintenance Reminder

Dear [Tenant's Name],

As winter approaches, we want to remind you of some important maintenance tasks to ensure your home remains safe and comfortable.

## Recommended Maintenance Tasks:

- Inspect and clean your heating system.
- Check and replace air filters as needed.
- Ensure all windows and doors are properly sealed to prevent drafts.
- Clear gutters and downspouts of debris.
- Disconnect and store any outdoor hoses.

Please report any issues as soon as possible so we can address them promptly. Your safety and comfort are our top priorities.

Thank you for your attention to these matters!

Sincerely,

[Your Name]

[Your Company]

[Contact Information]