

# Important Notice: Air Conditioning Repair Instructions

Dear Tenants,

We would like to inform you that scheduled air conditioning repairs will take place on **[Date]**. To ensure a smooth process, please adhere to the following instructions:

## Repair Schedule:

- Start Time: **[Start Time]**
- End Time: **[End Time]**

## Preparation Guidelines:

1. Please ensure pets are secured in a separate room.
2. Clear the area around the air conditioning unit for easy access.
3. Turn off the air conditioning unit prior to the repair time.
4. Ensure all windows and doors are closed during the repair.

## Contact Information:

If you have any questions or concerns, please contact the property management office at **[Phone Number]** or email us at **[Email Address]**.

Thank you for your cooperation!

Sincerely,  
[Your Property Management Team]