

Reminder: Upcoming Air Conditioning System Check

Dear [Tenant's Name],

This is a friendly reminder that the scheduled maintenance check for your air conditioning system is coming up on [Date]. Our maintenance team will be on-site to conduct the inspection and ensure everything is functioning properly.

Please make sure to make the necessary arrangements for access to your unit during this time. If you have any specific concerns or issues you would like the team to address, feel free to reply to this email or contact us at [Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation in helping us maintain a comfortable living environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]