

Winter Heating Arrangements

Date: [Insert Date]

To: [Tenant's Name]
[Tenant's Address]

Dear [Tenant's Name],

As we approach the winter months, we want to ensure that you are comfortable and warm in your home. We would like to remind you of the heating arrangements in place at your rental property.

1. **Heating System:** [Description of heating system, e.g., central heating, radiator, etc.] will be operational throughout the winter months. Please ensure the thermostat is set appropriately for your comfort.
2. **Maintenance:** Should you experience any issues with the heating system, please notify us immediately at [Landlord's Contact Information]. We will arrange for maintenance as soon as possible.
3. **Energy Tips:** To maximize heating efficiency, make sure to keep doors and windows closed during colder months and consider using curtains to help retain heat.

Your comfort is our priority, and we are here to assist you in any way possible. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention to these matters.

Sincerely,
[Landlord's Name]
[Landlord's Contact Information]