

# Winter Heating Plan for Occupants

Dear [Occupant's Name],

As winter approaches, we want to ensure that you are comfortable and informed about our heating plan for the upcoming season. Please find the key details of our winter heating strategy below:

## Heating Schedule

We will begin heating the building on [Start Date] and continue until [End Date]. During this period, the heating will be set to a comfortable temperature of [Temperature] degrees Fahrenheit.

## Maintenance Checks

Regular maintenance of the heating system will be conducted [Frequency]. If you experience any issues, please report them promptly to [Contact Information].

## Energy Saving Tips

To help save on energy costs, please consider the following tips:

- Keep windows and doors closed when the heating system is running.
- Utilize curtains or blinds to retain heat at night.
- Adjust thermostats when leaving for extended periods.

Thank you for your attention. We appreciate your cooperation in making this winter comfortable for all residents.

Sincerely,  
[Your Name]  
[Your Title]  
[Contact Information]