

Cooling System Guidelines for Summer Tenancy

Dear [Tenant's Name],

We are pleased to welcome you to your new summer tenancy at [Property Address]. To ensure a comfortable living environment during the warm months, please take note of the following cooling system guidelines:

Air Conditioning Usage

- Set the thermostat to a comfortable temperature, recommended between 72degF to 78degF.
- Keep doors and windows closed while the air conditioning is running.
- Regularly clean or replace filters as necessary for optimal performance.

Ceiling Fans and Ventilation

- Use ceiling fans to circulate cool air; ensure blades are rotating counter-clockwise.
- Open windows in the early morning and evening to allow cooler air in.

Emergency Contact

If you experience any issues with the cooling system, please contact [Maintenance Contact Information] immediately for assistance.

Thank you for your attention to these guidelines. We hope you have a pleasant summer tenancy!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]