

Heating and Cooling Adjustment Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of upcoming adjustments to the heating and cooling systems in your unit located at [Unit Address].

As part of our commitment to maintaining a comfortable living environment, we will be making the following changes effective [Insert Effective Date]:

- Heating adjustment: [Specify adjustments, e.g., temperature settings]
- Cooling adjustment: [Specify adjustments, e.g., schedule changes]

We appreciate your understanding during this process. If you have any concerns or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]