

Temperature Guidelines for Rental Properties

Date: [Insert Date]

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

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to ensuring a comfortable living environment, we would like to provide you with the following temperature guidelines for your rental property:

Heating Guidelines:

- During the winter months, we recommend maintaining a temperature of 68degF (20degC) during the day and 60degF (15degC) at night.
- Ensure that all windows and doors are closed when the heating system is in use to maximize efficiency.
- If you experience any issues with heating, please contact us immediately for assistance.

Cooling Guidelines:

- During the summer months, we suggest setting the air conditioning to 75degF (24degC) to balance comfort and energy efficiency.
- Use fans to enhance airflow and reduce energy consumption.
- If you notice any problems with the cooling system, please let us know right away.

Ensuring a stable temperature in your home contributes to a healthier living environment and promotes energy conservation. Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Company Name]
[Contact Information]