Dear [Tenant's Name],

We hope this message finds you well. To enhance your comfort and reduce energy costs, we'd like to share some thermostat management tips that are tenant-friendly.

1. Set a Comfortable Temperature

During warmer months, set your thermostat to between 74degF and 78degF. In cooler months, aim for 68degF to 72degF.

2. Use Programmable Settings

If your thermostat has programmable options, utilize them to lower or raise the temperature based on your schedule. This can save energy and reduce bills.

3. Avoid Frequent Adjustments

Try to maintain a consistent temperature. Frequent adjustments can strain the system and lead to higher energy usage.

4. Seal Leaks

Ensure windows and doors are properly sealed to prevent drafts, which can affect temperature settings.

5. Utilize Ceiling Fans

In summer, set your ceiling fan to rotate counterclockwise to create a cooling breeze. In winter, switch it to clockwise for warm air circulation.

6. Regular Maintenance

Remember to keep vents clear and schedule regular maintenance checks for the thermostat to ensure optimal performance.

If you have any questions or need assistance, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Contact Information]