

Important HVAC Maintenance Notification

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you that scheduled maintenance for the HVAC system in your unit will take place on [Date] from [Start Time] to [End Time].

During this time, the HVAC system may be temporarily unavailable. Please plan accordingly and ensure that you have taken the necessary steps to prepare.

If you have any questions or concerns, please do not hesitate to reach out to our office at [Contact Information]. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]