

Dear [Tenant's Name],

We hope this message finds you well. We wanted to take a moment to follow up on the recent HVAC maintenance performed in your unit on [Date of Maintenance].

Our maintenance team has completed a thorough check of your heating and cooling system, ensuring it operates efficiently and effectively. Here are a few key points regarding the maintenance completed:

- Filters replaced
- System functions tested
- Vents and ducts inspected
- Temperature settings calibrated

If you encounter any issues or have any questions regarding your HVAC system, please do not hesitate to reach out to us at [Contact Information]. We are here to assist you!

Thank you for your attention, and we appreciate your cooperation during the maintenance process.

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