

Dear Tenants,

As we approach the change of seasons, it is essential to ensure that our HVAC systems are well-maintained for optimal performance. Regular upkeep is crucial for maintaining a comfortable living environment.

Recommended HVAC Maintenance Steps:

- Replace or clean air filters monthly.
- Check and clean vents and registers.
- Inspect the thermostat for proper functioning.
- Schedule professional servicing if needed.

We encourage all tenants to follow these steps and reach out to management if you notice any issues with your HVAC system. Your comfort is our priority!

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company]