

# Scheduled HVAC Filter Swap Notification

Dear [Tenant's Name],

We hope this message finds you well. This is to inform you that the scheduled HVAC filter swap will take place on **[Date]** between **[Start Time]** and **[End Time]**.

During this time, our maintenance team will be replacing the HVAC filters to ensure that the heating and cooling systems operate efficiently.

Please ensure that access to your unit is available for our maintenance staff. If you have any pets or specific concerns, let us know in advance so we can accommodate your needs.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]