

# Urgent Notice: HVAC Filter Replacement

Dear Building Occupants,

We hope this message finds you well. We are writing to inform you of an urgent situation regarding the HVAC system in our building. Due to recent inspections, it has been determined that the filters require immediate replacement to ensure optimal air quality and system efficiency.

The replacement process will take place on **[Insert Date]** from **[Insert Time]**. We anticipate that the work will take approximately **[Insert Duration]**. During this time, you may experience temporary disruptions to the HVAC service.

We advise all occupants to plan accordingly and avoid the affected areas during the replacement. Your comfort and safety are our top priority.

Thank you for your understanding and cooperation. If you have any questions or concerns, please do not hesitate to contact the building management office.

Sincerely,

[Your Name]

[Your Position]

[Building Management Contact Information]