

Service Reminder: Air Conditioning Maintenance

Dear [Tenant's Name],

This is a friendly reminder that it is time for the scheduled air conditioning service at your rental property located at [Property Address]. Regular maintenance helps ensure the system operates efficiently and prolongs its lifespan.

Please let us know your availability for a technician to come out for the service. We recommend scheduling the appointment within the next week to avoid any inconvenience during the warmer months.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]

[Your Company Name]