

Dear [Tenant's Name],

As summer approaches, we would like to remind you of some important maintenance tasks to ensure your living space remains comfortable and safe.

1. HVAC Maintenance

Check and replace air filters regularly to maintain indoor air quality and efficiency of your air conditioning unit.

2. Pest Control

Make sure to seal any cracks or openings in windows and doors to prevent pests from entering your home. Consider scheduling a pest control inspection if needed.

3. Outdoor Spaces

If you have access to outdoor areas, please keep them clean and free from debris. This will help avoid any pest issues and create a pleasant environment.

4. Safety Checks

Test smoke detectors and carbon monoxide detectors to ensure they are functioning properly. Replace batteries as needed.

5. Watering Plants

If applicable, please remember to water any plants or gardens regularly, especially during dry spells.

Thank you for your attention to these important maintenance reminders. If you have any questions or need assistance, please don't hesitate to reach out.

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