

Furnace Filter Change Notification

Date: [Insert Date]

Dear [Landlord's Name],

We would like to remind you that it is time for the regular maintenance of the furnace filter in your property located at [Property Address]. Changing the filter is crucial for optimal heating efficiency and to maintain good air quality.

Please schedule a filter change at your earliest convenience, ideally every 3 months, to ensure the furnace operates efficiently. If you require assistance in finding a service technician, feel free to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]