

Furnace Filter Maintenance Schedule Notification

Dear [Property Manager's Name],

This letter serves as a reminder regarding the scheduled maintenance for the furnace filters in your properties. Regular maintenance is crucial for ensuring optimal efficiency and air quality.

Maintenance Schedule

- **Property Address:** [Property Address]
- **Maintenance Date:** [Insert Date]
- **Frequency:** Every [Insert Frequency, e.g., 3 months]
- **Service Provider:** [Service Provider Name]

Please ensure that access to the furnace area is available on the scheduled date. If there are any changes to the schedule or if you have questions, do not hesitate to reach out.

Thank you for your attention to this important maintenance task.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]