

Furnace Filter Replacement Guideline

Dear Homeowner,

Congratulations on your new home! Proper maintenance of your heating system is crucial for efficient operation and air quality. This letter provides guidelines on how to replace your furnace filter.

Why Replace Your Furnace Filter?

Replacing your furnace filter regularly ensures better air quality and improves the efficiency of your heating system. A clogged filter can lead to increased energy costs and potential damage to your furnace.

When to Replace Your Filter

- Once every 1-3 months during the heating season
- Every month if you have pets or allergies

How to Replace Your Filter

1. Turn off your furnace.
2. Locate the filter. It is usually found near the blower compartment.
3. Remove the old filter carefully.
4. Select a new filter with the same dimensions and MERV rating.
5. Insert the new filter, making sure the airflow direction matches the arrows on the filter.
6. Turn your furnace back on.

Tips for Success

Consider labeling your calendar with replacement dates to stay on track!

If you have any questions, feel free to reach out!

Best regards,

[Your Name]

[Your Contact Information]