

Furnace Filter Replacement Plan

Date: [Insert Date]

To: [Technician's Name]

From: [Your Company Name]

Subject: Furnace Filter Replacement Plan

Dear [Technician's Name],

This letter serves as a formal notification regarding the scheduled furnace filter replacement for our clients' HVAC systems. Regular maintenance of the furnace filters is crucial for optimal system performance and air quality enhancement.

Replacement Schedule

- **Client Name:** [Client's Name]
- **Address:** [Client's Address]
- **Filter Type:** [Filter Type]
- **Replacement Date:** [Insert Date]
- **Time:** [Insert Time]

Checklist for Replacement

1. Verify the correct filter size and type.
2. Turn off the HVAC system.
3. Remove the old filter and dispose of it properly.
4. Install the new filter, ensuring proper airflow direction.
5. Check for any debris and clean if necessary.
6. Turn the HVAC system back on and verify operation.

Please ensure that all steps are followed for a successful replacement. Let us know if you encounter any issues or require assistance during the process.

Thank you for your attention to this important task.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]