

# Attic Ventilation Compliance Reminder

Date: [Insert Date]

To: [Property Manager's Name]

[Property Manager's Address]

Dear [Property Manager's Name],

This letter serves as a gentle reminder regarding the compliance of attic ventilation systems in your properties. Ensuring proper ventilation is crucial for maintaining air quality, preventing moisture buildup, and enhancing the overall efficiency of the building.

Please review the status of the attic ventilation for your properties and ensure they meet the following standards:

- Minimum net free vent area in accordance with local building codes
- Functional intake and exhaust ventilation systems
- Regular maintenance checks

We recommend conducting inspections as soon as possible and addressing any issues identified. Compliance with these standards is essential for tenant satisfaction and the longevity of the property.

If you have any questions or require assistance, please do not hesitate to contact us.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]