

# Periodic Property Care Reminder

Dear [Property Owner/Manager Name],

This is a friendly reminder regarding the scheduled maintenance and care for your property located at [Property Address]. Regular upkeep is essential to preserve the value and comfort of your property.

## Upcoming Maintenance Tasks:

- Check and replace air filters - [Date]
- Inspect gutters and downspouts - [Date]
- Service HVAC system - [Date]
- Test smoke detectors - [Date]

Please ensure that these tasks are completed by the dates mentioned above. If you have any questions or require assistance, feel free to contact us at [Contact Information].

Thank you for your attention to these important matters.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]