

# Maintenance Alert: Heating System Failure

Dear [Recipient's Name],

We are writing to inform you of a heating system failure that has been detected in your unit at [Property Address]. This issue may affect your comfort and the overall safety of your home.

Please be assured that our maintenance team is aware of the situation and is currently working to resolve the problem as quickly as possible. Our technicians are scheduled to arrive on [Date] at [Time] to assess and repair the system.

In the meantime, we recommend that you take necessary precautions to keep warm. If you have any questions or need immediate assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]