

Notice of Scheduled Appliance Service

Date: [Insert Date]

Dear [Tenant's Name],

This letter is to inform you that a service appointment has been scheduled for the appliance(s) in your unit, [Insert Unit Number]. The service provider will be visiting on [Insert Service Date] between [Insert Time Frame].

Please ensure that you are available during this time to provide access to the appliance(s) that need servicing.

If you have any questions or if the scheduled time is not convenient, please contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]