

Fall Maintenance Reminder

Dear [Customer's Name],

As the fall season approaches, we want to remind you of some important maintenance tasks to ensure your utilities are functioning effectively and efficiently.

Water System Checks

- Insulate outdoor faucets to prevent freezing.
- Check for leaks in pipes and fixtures.

Heating System Preparation

- Schedule a furnace inspection to ensure safe operation.
- Replace or clean air filters monthly.

Electrical Safety

- Test smoke and carbon monoxide detectors.
- Check your home's lighting for burnt-out bulbs and replace as needed.

Taking these steps will help you avoid issues during the winter months. If you have any questions or need assistance with your maintenance, feel free to reach out to us at [Utility Company Contact Information].

Thank you for being a valued customer!

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]