

# Essential Summer Utility Readiness Guidelines

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

As we approach the summer season, we want to ensure that you are prepared and ready for the essential utilities that keep your home comfortable and efficient. Please review the following guidelines:

## 1. Air Conditioning Maintenance

- Schedule a professional inspection and maintenance.
- Change or clean your air filters monthly.

## 2. Water Usage

- Inspect hoses, faucets, and irrigation systems for leaks.
- Consider installing water-saving fixtures.

## 3. Electrical Safety

- Ensure that all outdoor outlets are GFCI protected.
- Check that your smoke and carbon monoxide detectors are functioning.

## 4. Emergency Preparedness

- Create a plan for any power outages.
- Maintain an emergency kit with essential supplies.

Thank you for taking the time to prepare for a safe and enjoyable summer. If you have any questions or require further assistance, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]