

[Date]

[Client Name]
[Property Address]
[City, State, Zip]

Dear [Client Name],

Congratulations again on your recent home purchase! Now that you have settled in, I wanted to reach out with some helpful tips to keep your new investment in top shape as the seasons change.

Proper maintenance is the best way to protect your home's value. Here is a quick seasonal checklist to get you started:

Spring:

- Clean out gutters and downspouts.
- Inspect the roof for any winter damage.
- Service your Air Conditioning system before the heat arrives.

Summer:

- Check exterior paint and siding for touch-ups.
- Inspect your deck or patio for sealing needs.
- Clean or replace filters in your HVAC system.

Fall:

- Rake leaves and clear debris from the foundation.
- Schedule a furnace inspection and chimney cleaning.
- Disconnect garden hoses and drain exterior faucets.

Winter:

- Check windows and doors for drafts; apply weatherstripping if needed.
- Test smoke and carbon monoxide detectors.
- Keep an eye on pipes in unheated areas during freezes.

I hope you are enjoying your new home. If you ever need recommendations for local contractors or have questions about your home's market value, please feel free to call me at [Your Phone Number].

Best regards,

[Your Name]
[Your Company]
[Your Email/Website]