

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Essential Spring Home Maintenance Checklist

Dear [Recipient Name],

With the arrival of spring, it is the perfect time to inspect your home and address any wear and tear caused by the winter months. Proper maintenance now can prevent costly repairs later and ensure your property remains in excellent condition.

Below is a checklist of recommended maintenance tasks for this season:

- **Exterior Inspection:** Check the roof for damaged shingles and inspect the siding for cracks or peeling paint.
- **Gutter Cleaning:** Clear leaves and debris from gutters and downspouts to ensure proper drainage.
- **HVAC Service:** Replace air filters and schedule a professional tune-up for your air conditioning system.
- **Windows and Doors:** Inspect caulking and weatherstripping around windows and doors; repair or replace damaged screens.
- **Landscaping:** Clear dead foliage, trim overgrown bushes, and check outdoor faucets/sprinkler heads for leaks.
- **Safety Check:** Test smoke detectors and carbon monoxide alarms, and replace batteries if necessary.
- **Attic and Basement:** Check for signs of dampness, mold, or pests that may have entered during the winter.

Taking a few hours to complete these tasks will help protect your investment and improve your home's efficiency. If you have any questions or need recommendations for local contractors, please feel free to contact me.

Enjoy the warmer weather!

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]