

[Date]

[Recipient Name]
[Property Address]
[City, State, Zip Code]

Subject: Important Winter Home Protection and Insulation Notice

Dear [Recipient Name],

With winter approaching and temperatures expected to drop, it is time to prepare your home for the cold weather. Proper insulation and protection are essential to prevent damage, ensure comfort, and reduce energy costs.

We recommend the following steps to protect your property:

- **Pipe Protection:** Insulate exposed water pipes in unheated areas such as basements, attics, or crawl spaces. During extreme freezes, keep a slow drip of water running from faucets.
- **Draft Sealing:** Inspect windows and doors for drafts. Use weatherstripping or caulk to seal gaps that allow cold air to enter.
- **Heating System Check:** Ensure your heating system is serviced and filters are replaced to maintain efficiency and safety.
- **Outdoor Faucets:** Disconnect all garden hoses and shut off interior valves to outdoor faucets to prevent frozen pipes.
- **Gutter Maintenance:** Clear debris from gutters to allow melting snow to drain properly and prevent ice dams.

Taking these simple precautions now can prevent costly repairs and help maintain a warm living environment throughout the season.

If you have any questions or require assistance with these tasks, please contact [Contact Name] at [Phone Number/Email].

Stay warm and safe,

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