

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Important Pre-Winter Roof and Gutter Maintenance

Dear [Recipient Name],

As winter approaches, we would like to remind you of the importance of preparing your property for freezing temperatures, snow, and ice. Taking a few proactive steps now can prevent costly water damage and structural issues during the colder months.

We recommend the following maintenance tasks be completed before the first frost:

- **Gutter Cleaning:** Remove leaves, twigs, and debris to ensure proper drainage and prevent ice dams.
- **Downspout Inspection:** Confirm that water is being diverted away from the foundation.
- **Roof Assessment:** Check for cracked, loose, or missing shingles that could lead to leaks.
- **Flashing and Seals:** Inspect the caulking around chimneys, vents, and skylights.
- **Tree Trimming:** Cut back overhanging branches that could break under the weight of snow and damage the roof.

If you would like to schedule a professional inspection or need assistance with these tasks, please contact us at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your attention to these preventative measures.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]