

Date: [Insert Date]

To: [Tenant/Recipient Name]

From: [Management/Property Owner Name]

Subject: Urgent: Cold Weather Freeze Prevention Checklist

Dear [Name],

With freezing temperatures forecasted for our area, please follow this checklist to prevent frozen pipes and water damage at your property:

- **Drip Faucets:** Leave a slow drip of both hot and cold water running in sinks and tubs, especially those located on exterior walls.
- **Open Cabinet Doors:** Keep kitchen and bathroom cabinet doors open to allow warm air to circulate around the plumbing.
- **Maintain Heat:** Keep the thermostat set to at least 60F (15C) at all times, even if you are away from home.
- **Disconnect Hoses:** Ensure all garden hoses are disconnected from outdoor spigots.
- **Garage Doors:** Keep garage doors closed to preserve heat if there are water lines in the garage.
- **Identify Shut-off Valve:** Locate your main water shut-off valve in case a pipe bursts and you need to stop the water flow immediately.

If you notice a loss of water pressure or suspect a frozen pipe, please contact us immediately at [Insert Phone Number].

Thank you for your cooperation in protecting the property.

Sincerely,

[Your Name/Signature]

[Your Contact Information]