

[Date]

Dear [Recipient Name],

As the temperatures begin to rise, we want to help you prepare your home for the warm weather while keeping your energy costs low. Taking a few simple steps now can significantly improve your comfort and energy efficiency this summer.

Here are some helpful tips to get started:

- **Service Your AC:** Replace air filters and schedule a professional tune-up to ensure your cooling system runs efficiently.
- **Manage Your Windows:** Close blinds or curtains during the hottest parts of the day to block direct sunlight.
- **Check Seals:** Use weatherstripping or caulk to seal gaps around windows and doors to keep cool air inside.
- **Use Ceiling Fans:** Set fans to rotate counter-clockwise to create a cooling breeze. Remember to turn them off when you leave the room.
- **Adjust Your Thermostat:** Consider installing a programmable thermostat to automatically raise the temperature when you are away from home.

By implementing these small changes, you can enjoy a cooler home and lower monthly utility bills. If you have any questions or need further assistance, please feel free to contact us.

Stay cool,

[Your Name/Company Name]

[Contact Information]