

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Important Winter Weather Preparation Reminder

Dear [Tenant Name],

As the winter season approaches and temperatures begin to drop, we would like to remind you of necessary steps to protect your home and prevent property damage during the cold months.

Please take a moment to review and follow these winterization guidelines:

- **Maintain Heat:** Always keep your thermostat set to at least 55F (13C), even if you are away from home. This prevents water pipes from freezing and bursting.
- **Drip Faucets:** During periods of extreme cold (below freezing), allow cold water to drip slowly from faucets located on exterior walls.
- **Open Cabinet Doors:** Keep kitchen and bathroom cabinet doors open to allow warm air to circulate around the plumbing.
- **Disconnect Hoses:** Please remove all garden hoses from exterior spigots and ensure the spigots are turned off.
- **Report Issues:** Notify management immediately if you notice drafts, heating system malfunctions, or signs of frozen pipes.
- **Travel Plans:** If you plan to be away for more than three days, please notify us so we can monitor the property in the event of a weather emergency.

Failure to follow these precautions can lead to significant water damage. Tenants may be held responsible for damages resulting from negligence regarding these winter procedures.

If you have any questions or concerns, please contact [Management/Landlord Name] at [Phone Number].

Thank you for your cooperation in keeping the property safe this winter.

Sincerely,

[Your Name/Company Name]

[Contact Information]