

Date: [Insert Date]

To: All Tenants / Property Occupants

From: [Property Management/Landlord Name]

Subject: IMPORTANT: Winter Weather Preparation and Safety Reminders

Dear Tenant,

With the winter season approaching, we want to ensure that [Property Name] remains safe, functional, and protected from potential weather-related damages. Please take a moment to review the following preparation guidelines:

- **Heating Systems:** Ensure your thermostat is set to at least 60F (15C) even during unoccupied hours to prevent pipes from freezing.
- **Exterior Openings:** Keep all exterior doors and windows tightly closed. Report any significant drafts or broken seals to maintenance immediately.
- **Water Lines:** If your unit has exposed plumbing or outdoor faucets, please ensure they are properly insulated or shut off as directed.
- **Snow and Ice:** While our team manages common area clearing, please use caution when entering and exiting the building. Report any particularly icy patches in the parking lot or walkways.
- **Emergency Contacts:** Ensure your emergency contact information on file is up to date so we can reach you in the event of a weather-related emergency.

If you plan to be away from your premises for an extended period during the winter months, please notify the management office so we can conduct periodic checks if necessary.

For any maintenance emergencies or to report building issues, please call: [Insert Phone Number].

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

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]