

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

Subject: Winter Weather Preparation Reminder

Dear Resident,

With winter approaching and temperatures expected to drop, [Property Management Name] would like to remind you of important steps to prepare your home and prevent weather-related damages.

Please follow these guidelines during the colder months:

- **Maintain Heat:** Keep your thermostat set to at least 55F (13C) at all times, even if you are away, to prevent pipes from freezing.
- **Drip Faucets:** During periods of extreme cold (below freezing), allow cold water to drip slowly from faucets, 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.
- **Disconnect Hoses:** Ensure all garden hoses are disconnected from exterior spigots and stored properly.
- **Window and Doors:** Keep all windows and storm doors tightly closed and latched to retain heat and prevent drafts.
- **Emergency Preparedness:** Keep a flashlight, extra batteries, and blankets on hand in case of a power outage.

If you plan to be away from your home for more than 24 hours, please notify the management office and ensure your heat is set appropriately.

In the event of a maintenance emergency, such as a burst pipe or loss of heat, please contact our emergency line immediately at [Phone Number].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Information]