

Date: [Insert Date]

To: All Residents of [Insert Community Name]

Subject: Important: Winter Weather Preparation Reminder

Dear Residents,

With winter approaching and temperatures expected to drop, we want to ensure everyone stays safe and comfortable. Please take a moment to review these essential tips to prepare your home for the cold weather:

- **Heat Your Home:** Keep your thermostat set to at least 60F (15C), even if you are away, to prevent pipes from freezing.
- **Drip Your Faucets:** During periods of extreme cold (below freezing), allow your faucets to drip slightly to maintain water movement.
- **Open Cabinet Doors:** Keep kitchen and bathroom cabinet doors open to allow warm air to reach the plumbing under sinks.
- **Clear Balconies/Patios:** Please remove or secure loose items and plants that may be damaged by ice or high winds.
- **Report Issues:** If you notice any drafts, heating malfunctions, or leaking pipes, please contact the Maintenance Department immediately.

Emergency Contact Information:

For after-hours maintenance emergencies, please call: [Insert Phone Number]

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

Sincerely,

[Your Name/Property Management]

[Community Name Management Office]