

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Winter Weather Preparation and Maintenance Reminder

Dear [Tenant Name],

With winter approaching and temperatures expected to drop, we would like to remind you of a few steps to keep your home safe and comfortable during the cold months.

Please follow these guidelines to prevent property damage and ensure your heating system works efficiently:

- **Maintain Heat:** Please keep your thermostat set to at least 55F (13C) at all times, even if you are away, to prevent pipes from freezing and bursting.
- **Drip Faucets:** During periods of extreme cold (below freezing), allow a very thin trickle of water to run from faucets located on exterior walls.
- **Cabinet Doors:** Open kitchen and bathroom cabinet doors under sinks to allow warm air to circulate around the plumbing.
- **Check Detectors:** Ensure your smoke and carbon monoxide detectors are working properly. Test them today and replace batteries if necessary.
- **Clear Vents:** Keep all heating vents and baseboard heaters clear of furniture, curtains, or debris to ensure proper airflow and prevent fire hazards.
- **Outdoor Hoses:** Disconnect all garden hoses from outdoor spigots to prevent the pipes from freezing.

If you plan to be away for more than [Number] days, please notify us in advance and ensure the heat remains on.

If you notice any issues with your heating system or discover a frozen pipe, please contact us immediately at [Phone Number].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Landlord/Property Manager Name]

[Contact Information]