

[Date]

[Homeowner Name]

[Street Address]

[City, State, Zip Code]

Subject: Important Winter Maintenance Reminders for Your New Home

Dear [Homeowner Name],

Congratulations once again on your new home! As the colder months approach, we want to share a few essential maintenance tips to help you protect your investment and stay comfortable during the winter season.

To prepare your home for freezing temperatures, please consider the following steps:

- **Exterior Pipes:** Disconnect all garden hoses and wrap outdoor faucets with insulated covers.
- **HVAC System:** Replace your furnace filters and ensure your heating system is functioning correctly before the first cold snap.
- **Gutters:** Clear leaves and debris from gutters and downspouts to prevent ice dams and water backup.
- **Windows and Doors:** Check for drafts and apply weatherstripping or caulk where necessary to keep heat inside.
- **Smoke/CO Detectors:** Test all alarms and replace batteries, as home heating increases the use of fireplaces and furnaces.

Taking these small precautions now can prevent costly repairs and ensure a worry-free winter in your new home.

If you have any questions about your home's specific features or warranties, please do not hesitate to contact us.

Warm regards,

[Your Name/Company Name]

[Phone Number]

[Email Address]