

[Date]

[Tenant Name]

[Tenant Company Name]

[Property Address/Suite Number]

RE: Winter Weather Preparation and Maintenance Reminder

Dear [Tenant Contact Name],

As the winter season approaches, we would like to remind you of the necessary steps to protect the leased premises and ensure the continued operation of your facility during freezing temperatures.

Per the terms of your lease agreement, please ensure the following actions are taken:

- **Heating Systems:** Verify that your HVAC systems are operational. Thermostats should be set to a minimum of 55F (13C) at all times, even during weekends or holiday closures, to prevent pipe bursts.
- **Pipe Protection:** Ensure any exposed interior piping is insulated. In the event of extreme freezes, allow faucets to drip slightly to maintain water movement.
- **Loading Docks & Doors:** Keep dock doors closed when not in use. Check weather stripping and seals to prevent heat loss and freezing of door tracks.
- **Exterior Areas:** Ensure that all outdoor water spigots are turned off and hoses are disconnected. Keep clear access to main water shut-off valves.
- **Snow and Ice:** Please maintain your designated walkways and entry points to ensure safety for staff and deliveries.

In the event of a facility emergency, such as a burst pipe or heating failure, please contact our maintenance department immediately at [Phone Number].

Thank you for your cooperation in protecting the property.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Management Company Name]

[Contact Information]