

Date: [Insert Date]

To: [Tenant Name]

From: [Property Manager/Owner Name]

Property Address: [Insert Property Address]

Subject: Important: Winter Weather Preparation and Maintenance Reminder

Dear Tenant,

As winter approaches and temperatures begin to drop, we would like to remind you of essential steps to protect the property and ensure your comfort during the colder months.

Please take a moment to review and complete the following maintenance items:

- **Heating System:** Test your heater now to ensure it is functioning correctly. Replace furnace filters to improve efficiency and air quality.
- **Pipe Protection:** During freezing temperatures, please leave cabinet doors open under sinks to allow warm air to reach the pipes. On extremely cold nights, keep a slow drip of water running from faucets.
- **Outdoor Faucets:** Disconnect all garden hoses from outdoor spigots. If applicable, please shut off the interior water valve for outdoor taps.
- **Smoke and Carbon Monoxide Detectors:** Test all alarms and replace batteries if you have not done so recently. Windows are often kept closed in winter, making these devices even more critical.
- **Thermostat Settings:** If you plan to be away for the holidays, please do not turn the heat off. Keep the thermostat set to a minimum of 55F (13C) to prevent pipes from freezing and bursting.
- **Snow and Ice:** Please ensure that walkways and stairs are kept clear of snow and ice to prevent slips and falls.

If you notice any issues, such as drafts, malfunctioning heaters, or leaks, please report them to us immediately through the maintenance portal or by calling [Insert Phone Number].

Thank you for your cooperation in keeping the property safe and well-maintained this winter.

Sincerely,

[Your Name/Company Name]

[Your Contact Information]