

Date: [Date]

To: All Residents/Tenants of [Property Name/Address]

Subject: Notice of Entry for Annual HVAC System Maintenance

Dear Resident,

Please be advised that we have scheduled the annual inspection and maintenance of the HVAC (Heating, Ventilation, and Air Conditioning) systems for all units.

Scheduled Date: [Day of Week, Month Day, Year]

Estimated Time Window: [Start Time] to [End Time]

The purpose of this visit is to perform routine safety checks, replace air filters, and ensure your system is operating efficiently. This process typically takes [Number] minutes per unit.

A representative from [Management Company or Contractor Name] will be entering your unit to perform this service. You do not need to be present for this maintenance, provided that all pets are secured and the area around the HVAC unit is clear of personal items.

If you have any questions or have a specific concern regarding access to your unit, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in helping us maintain the building's systems.

Sincerely,

[Your Name/Property Management Name]
[Contact Information]