

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Scheduled Water Heater Inspection and Maintenance

Dear [Tenant Name],

This letter is to inform you that we have scheduled a routine inspection and preventative maintenance for the water heater located in your unit.

Scheduled Date: [Date]

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

The maintenance will include a safety check, testing of the pressure relief valve, and flushing of the tank to remove sediment. This process ensures the equipment operates efficiently and prevents unexpected leaks or hot water outages.

Please ensure that the area around the water heater is clear of any personal belongings or debris to allow the technician full access. You do not need to be present during this service, as [Property Management/Maintenance] will use a master key to enter the premises if you are away.

If you have any questions or need to reschedule due to a major conflict, please contact our office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Company Name]

[Your Title]