

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Important: Autumn Gutter Maintenance and Readiness

Dear [Recipient Name],

As the autumn season approaches and leaves begin to fall, we would like to remind you of the importance of gutter maintenance. Clogged gutters can lead to serious issues, including water damage to your foundation, roof leaks, and wood rot.

To ensure your home is ready for the upcoming rain and winter weather, we recommend a professional gutter inspection and cleaning. Our services for this season include:

- Removal of all leaves, twigs, and debris from gutter channels.
- Flushing of downspouts to ensure proper water flow.
- Inspection of gutter alignment and attachment points.
- A brief report on any necessary repairs or potential leaks.

We are currently scheduling appointments for [Month/Time Period]. Since this is our busiest time of year, we encourage you to book your service early to secure your preferred date.

Please contact us at [Phone Number] or [Email Address] to receive a free estimate or to schedule your cleaning.

Thank you for choosing [Company Name] to help protect your home.

Sincerely,

[Your Name/Signature]
[Your Title]