

Date: [Insert Date]

To: All Residents / Tenants

**Subject: Important Notice Regarding Winter Pipe Safety**

Dear Resident,

With temperatures expected to drop significantly, we would like to remind you of the necessary steps to prevent water pipes from freezing and bursting. Frozen pipes can cause extensive water damage and lead to service interruptions.

Please follow these safety guidelines during periods of extreme cold:

- **Maintain Heat:** Keep your thermostat set to at least 55 degrees Fahrenheit (13 degrees Celsius) at all times, even if you are away.
- **Drip Faucets:** Allow a very thin trickle of water (both hot and cold) to run from faucets located on exterior walls.
- **Open Cabinet Doors:** Keep kitchen and bathroom cabinet doors open to allow warm air to circulate around the plumbing.
- **Disconnect Hoses:** Ensure all garden hoses are disconnected from outdoor faucets.
- **Keep Doors Closed:** Keep garage doors closed if there are water supply lines located in the garage.

If you plan to be away from your home for an extended period, please notify management and ensure your heat remains on.

If you turn on a faucet and only a few drops come out, or if you suspect a pipe is already frozen, please contact us immediately at [Insert Phone Number]. Do not attempt to thaw pipes with an open flame.

Thank you for your cooperation in keeping our community safe and dry this winter.

Sincerely,

[Your Name/Property Management]  
[Contact Information]