

[Date]

[Resident Name]

[Address]

[City, State, Zip Code]

Subject: Fall Home Winterization Reminder

Dear Resident,

As the temperatures begin to drop, it is time to prepare your home for the upcoming winter season. Taking a few preventive steps now can help avoid frozen pipes, water damage, and high heating costs.

Please complete the following maintenance tasks by [Insert Date]:

- **Outdoor Faucets:** Disconnect all garden hoses and shut off the interior water valve to outdoor spigots.
- **Heating System:** Test your furnace or heater to ensure it is working properly. Replace air filters to improve efficiency.
- **Windows and Doors:** Check for drafts and ensure all windows are tightly closed and locked.
- **Gutters:** Clear leaves and debris from gutters and downspouts to prevent ice dams.
- **Smoke & Carbon Monoxide Detectors:** Test all alarms and replace batteries if necessary.

If you notice any maintenance issues that require professional attention, please contact [Contact Name/Department] at [Phone Number] or [Email Address] as soon as possible.

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

Sincerely,

[Your Name/Property Management]

[Company Name]