

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

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

Subject: Important Seasonal Home Maintenance Reminder

Dear [Recipient Name],

As the season changes, we would like to remind you of several routine maintenance tasks required to keep your home in excellent condition and prevent costly repairs.

Please review the following checklist for the upcoming [Spring/Summer/Fall/Winter] season:

- **Exterior:** Inspect the roof for damage, clean out gutters and downspouts, and check for cracks in the foundation.
- **HVAC System:** Replace air filters and schedule a professional inspection of your heating/cooling system.
- **Plumbing:** Check for leaks under sinks, inspect outdoor faucets, and drain the sediment from the water heater.
- **Safety:** Test all smoke detectors and carbon monoxide alarms. Replace batteries if necessary.
- **Landscaping:** Trim overhanging branches, clear debris from the yard, and inspect irrigation systems.

Taking a few moments to address these items now will ensure your home remains safe and efficient throughout the year.

If you have any questions or require assistance with these tasks, please feel free to contact us at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature]
[Your Printed Name]