

Date: [Insert Date]

To: All Residents/Tenants of [Insert Building Name/Address]

Subject: Notice of Entry for HVAC System Inspection

Dear Resident,

Please be advised that management or authorized technicians will be entering your unit to perform a mandatory inspection and maintenance of the HVAC (Heating, Ventilation, and Air Conditioning) system.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM - 5:00 PM]

The scope of work includes:

- Inspection of heating and cooling units
- Replacement of air filters
- Testing of thermostats
- Cleaning of condensate lines

Please ensure that the area around your HVAC closet or unit is clear of furniture and personal items to allow the technicians easy access. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the visit.

You do not need to be present during this inspection. If you are not home, a staff member will accompany the technician to secure your unit upon completion.

If you have any questions or concerns, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in maintaining the building's infrastructure.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]