

**Date:** [Insert Date]

**To:** All Residents of [Apartment Complex Name]

**Subject:** Important Notice: HVAC System Upgrade and Service Interruption

Dear Resident,

Please be advised that we will be performing a necessary upgrade to the building's HVAC (Heating, Ventilation, and Air Conditioning) system. This project is part of our ongoing commitment to improving the comfort and energy efficiency of our community.

**Scheduled Work Dates:** [Insert Start Date] to [Insert End Date]

**Daily Work Hours:** [Insert Start Time] to [Insert End Time]

During this period, there will be a temporary interruption to the [Heating/Cooling/Ventilation] services. We recommend taking the following precautions:

- Keep windows and blinds closed to maintain indoor temperature.
- Ensure pets are kept in a safe and comfortable area of your unit.
- [Insert any other specific instruction, e.g., move furniture away from vents].

**Maintenance Access:**

[Select one: Maintenance staff will not need to enter your unit / Maintenance staff will require access to your unit on (Date) between (Time).]

We apologize for any inconvenience this temporary interruption may cause. We are working to complete these upgrades as quickly as possible.

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

Thank you for your cooperation,

Building Management  
[Apartment Complex Name]