

[Date]

[Tenant/Owner Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Scheduled HVAC Maintenance

Dear [Name],

This letter is to inform you that we have scheduled routine preventative maintenance for the Heating, Ventilation, and Air Conditioning (HVAC) system in your building/unit.

Scheduled Date: [Date]

Estimated Time: [Start Time] to [End Time]

The purpose of this visit is to perform a standard inspection, change filters, and ensure the system is operating efficiently. A technician from [Company Name] will require access to the HVAC unit located in [Location, e.g., the utility closet/roof].

Please ensure that the area around the unit is clear of any personal items or obstructions. You do not need to be present during this maintenance if you have already provided entry permission to management.

If you have any questions or need to reschedule due to a major conflict, please contact us at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Name]