[Date]

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

Subject: Important Notice Regarding Sump Pump Maintenance and Water Backup Prevention

Dear [Resident/Homeowner Name],

As we approach the season of increased rainfall and potential snowmelt, we want to remind you of the importance of sump pump maintenance and the risks associated with water backup. A failing sump pump can lead to significant basement flooding and costly property damage.

To protect your home, we recommend the following preventative measures:

- **Test Your Pump:** Pour a bucket of water into the sump pit to ensure the pump triggers and discharges water correctly.
- **Clear Obstructions:** Check that the discharge line is not blocked or frozen and directed away from the foundation.
- **Inspect the Float Switch:** Ensure the float moves freely and is not tangled or stuck against the side of the pit.
- **Install a Battery Backup:** Power outages often occur during heavy storms. A battery-powered backup system ensures your pump continues to work when the electricity goes out.
- **Review Your Insurance:** Standard homeowners' insurance often does not cover water backup. Contact your agent to verify if you have a "Sump Pump Failure and Water Backup" endorsement.

Regular maintenance is the most effective way to prevent water damage. Please take a few moments this week to inspect your system.

Sincerely,

[Your Name/Property Management]
[Phone Number]
[Email Address]