

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

We have recently received several requests by tenants for help to install air conditioners in their apartments. Although your apartment may be equipped with an air conditioner sleeve, «mgmt_company» does not supply or provide a service to install air conditioners. Air conditioners are considered personal property like furniture (couches, chairs, etc.).

Unfortunately, we are unable to grant your request for this service.

If you will be installing an air conditioner, it will be necessary for you to notify your rental agent as indicated in the community rule book.

Sincerely,

«mgmt_company»