

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Website URL]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

Subject: Important Notification Regarding Your HVAC System

We hope this message finds you well. We are reaching out to inform you about [specific issue, maintenance, service, or upgrade related to HVAC system] that may affect your heating and cooling system.

[Provide detailed information about the notification, including dates, services involved, potential impacts, and any necessary actions required from the customer.]

We understand the importance of maintaining a comfortable environment in your home, and we are committed to providing you with the best service possible. If you have any questions or need assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]