

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: HVAC Service Billing

We hope this message finds you well. Thank you for choosing [Your Company Name] for your HVAC service needs.

Please find below the details of the billing for the services rendered:

****Service Date:**** [Service Date]

****Invoice Number:**** [Invoice Number]

****Description of Services Provided:****

- [Service 1 Description] - \$[Amount]

- [Service 2 Description] - \$[Amount]

- [Additional Services (if applicable)]

****Subtotal:**** \$[Subtotal]

****Tax (if applicable):**** \$[Tax Amount]

****Total Amount Due:**** \$[Total Amount]

Payment is due within [Payment Terms, e.g., 30 days] of the invoice date.

Payment can be made via [Accepted Payment Methods].

Should you have any questions regarding the bill or the services provided, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]