

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: HVAC Inspection Report

Dear [Client Name],

We are pleased to present you with the findings from our recent inspection of your HVAC system conducted on [inspection date]. Below is a summary of our observations and recommendations.

****Inspection Details:****

- Location: [Property Address]
- Technician(s): [Name(s)]
- Inspection Date: [Date]
- Time: [Start Time] to [End Time]

****System Overview:****

- System Type: [e.g., Central Air, Heat Pump, etc.]
- Make/Model: [Manufacturer/Model Number]
- Age of System: [Age]

****Observations:****

1. ****General Condition:****

- [Description of the overall condition]

2. ****Components Inspected:****

- [Details of components inspected, e.g., thermostat, ducts, filters, etc.]

- [Findings, e.g., clean, dirty, damaged, etc.]

3. ****Air Quality:****

- [Comments on air quality, any tests done, etc.]

4. ****Efficiency Metrics:****

- [Any metrics recorded, e.g., temperature differentials, airflow measurements, etc.]

****Recommendations:****

- [Recommendation 1: Description and urgency]
- [Recommendation 2: Description and urgency]
- [Recommendation 3: Description and urgency]

****Conclusion:****

We appreciate the opportunity to service your HVAC system. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further assistance.

Thank you,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

[Your Company Website]