

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally recommend [Referee's Name] for your HVAC needs. I have had the pleasure of working with [him/her/them] for [duration] and can attest to [his/her/their] expertise in HVAC systems.

[Referee's Name] has consistently demonstrated a deep understanding of HVAC technology and a commitment to quality service. [He/She/They] has handled [specific projects or tasks], resulting in [positive outcome]. I am confident that [Referee's Name] will deliver the same high standard of service to you. Should you need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering [Referee's Name] for your HVAC requirements.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]