

[Your Company Logo]  
[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: HVAC Service Reminder

We hope this letter finds you well. This is a friendly reminder that it is time for your scheduled HVAC service. Regular maintenance ensures that your system operates efficiently and prolongs its life.

**\*\*Service Details:\*\***

- **\*\*Service Type:\*\*** [e.g., HVAC Tune-Up]
- **\*\*Scheduled Date:\*\*** [Date]
- **\*\*Time:\*\*** [Time]
- **\*\*Location:\*\*** [Service Address, if different from the billing address]

During this service, our trained technicians will:

- Inspect and clean the system
- Replace air filters
- Check refrigerant levels
- Test overall system performance

Please feel free to contact us if you have any questions or if you need to reschedule. We appreciate your business and look forward to assisting you!

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Notes/Additional Information]