

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Warmest greetings of the season! As we approach the [Holidays/New Year], we want to take a moment to express our heartfelt gratitude for your trust in [Your Company Name] for your HVAC needs.

This year has been exceptional, and we are thankful for the opportunity to serve you. We hope your heating and cooling systems are keeping you comfortable throughout the changing seasons.

During this [Holiday/New Year] season, we would like to remind you of the importance of regular maintenance for your HVAC systems. Schedule your winter check-up today to ensure optimal performance and energy efficiency.

From all of us at [Your Company Name], we wish you and your family a joyful, peaceful, and prosperous [Holidays/New Year]. Thank you for choosing us as your HVAC partner; we look forward to serving you in the coming year!

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]