

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Subject: Warranty Coverage for HVAC System

Dear [Customer's Name],

We are pleased to inform you that your HVAC system installation is covered under our warranty policy. Below are the details of your warranty:

****Product Information:****

- Model Number: [Model Number]
- Serial Number: [Serial Number]
- Installation Date: [Installation Date]

****Warranty Coverage:****

- Duration of Warranty: [e.g., 5 years from installation date]
- Coverage Includes: [List specific parts, labor, etc.]

****Exclusions:****

- [List any exclusions to the warranty coverage]

****Claim Procedure:****

To file a warranty claim, please contact us at [Phone Number] or [Email Address], and provide the following information:

- Description of the issue
- Model and serial number
- Proof of purchase and installation date

Thank you for choosing [Your Company Name]. We appreciate your business and are committed to providing you with the highest quality of service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]