

[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 Repair Billing

Thank you for choosing [Your Company Name] for your HVAC repair needs.

Below, please find the detailed billing for the services rendered on

[Service Date].

****Service Details:****

- Description of Service: [Service Description]
- Date of Service: [Service Date]
- Technician: [Technician Name]

****Charges:****

- Labor: \$[Labor Cost]
- Parts: \$[Parts Cost]
- Additional Fees: \$[Additional Fees]
- Total Amount Due: \$[Total Amount Due]

Please make the payment by [Payment Due Date] to avoid any late fees.

Payment can be made via [Payment Methods Accepted].

If you have any questions regarding this bill or the services provided,
please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]