

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

I hope this message finds you well. I wanted to take a moment to follow up on the recent HVAC repair service performed on [date of service] at your property.

We appreciate your trust in our company to handle your HVAC needs. We want to ensure that everything is functioning as expected. Please take a moment to consider the following:

1. Are you experiencing any issues with your HVAC system since the repair?
2. Is there anything further that you would like us to assist you with?
3. How would you rate your experience with our service?

Your feedback is invaluable to us and helps us improve our services. If you have any questions or concerns, please do not hesitate to reach out to us at [phone number] or [email address].

Thank you for choosing [Your Company Name]. We look forward to hearing from you and assisting you with any future HVAC needs.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]