

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Technician's Name or Company Name] for HVAC repair services. I have had the pleasure of working with them on [briefly describe the service or project] and was thoroughly impressed with their professionalism, expertise, and customer service.

[Include specific details about the service provided, such as timeliness, quality of work, and any unique aspects that stood out. Mention any issues resolved, improvements made, or overall satisfaction you experienced.]

I highly recommend [Technician/Company Name] for any HVAC repair needs. They demonstrate a commitment to excellence and customer care that is hard to find. Should you have any questions or require further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position/Relation to Recipient, if applicable]