

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: HVAC Repair Summary

We appreciate your trust in us for your HVAC repair needs. Below is a summary of the services provided on [Service Date].

**\*\*Service Details:\*\***

- **\*\*Service Type:\*\*** [Type of Repair/Service]
- **\*\*Equipment:\*\*** [Type of HVAC Unit]
- **\*\*Model/Serial Number:\*\*** [Model/Serial Number]
- **\*\*Issue Reported:\*\*** [Description of the Problem]

**\*\*Repairs Completed:\*\***

1. [Description of Repair 1]
2. [Description of Repair 2]
3. [Additional Repairs if necessary]

**\*\*Parts Replaced:\*\***

- [Part Name 1] - [Part Number/Details]
- [Part Name 2] - [Part Number/Details]

**\*\*Total Cost:\*\*** \$[Total Amount]

**\*\*Recommendations:\*\***

- [Recommendation 1]
- [Recommendation 2]

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]