

[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 formally express my dissatisfaction with the HVAC repair services provided by your company on [date of service]. Despite the technician's visit and the repairs made, my heating/cooling system continues to exhibit [describe specific issue, e.g., inconsistent temperatures, unusual noises, etc.].

The service details are as follows:

- Service Date: [date]
- Invoice Number: [invoice number]
- Technician Name: [technician's name]

I expected a resolution to my HVAC issues based on our agreement, but unfortunately, this has not been the case. I would appreciate it if you could address this matter promptly. I am requesting a follow-up service to correct the ongoing issues without additional cost, as the original repair did not resolve them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]