

[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],

Subject: HVAC Repair Confirmation

I hope this message finds you well. This letter serves to confirm the scheduled HVAC repair service for [Service Address] on [Date] at [Time]. Details of the service are as follows:

- ****Service Type:**** HVAC Repair
- ****Issue Reported:**** [Brief description of the issue]
- ****Technician Assigned:**** [Technician's Name]

Please ensure that the area around the HVAC unit is accessible for the technician. If there are any changes to this schedule or if further information is required, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]