

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

[HVAC Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HVAC Company Name or Contact Person],

I hope this message finds you well.

I am writing to provide feedback regarding my recent HVAC repair service on [date of service].

[Describe your experience: Mention the issues that were addressed, the professionalism of the technician, the timeliness of the service, etc.]  
Overall, I was [satisfied/dissatisfied] with the service I received. [Add any specific details that stood out to you, both positive and negative].  
Thank you for your attention to this matter. I appreciate the effort your team puts into their work and look forward to any improvements in the future.

Sincerely,  
[Your Name]