

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are pleased to inform you that the installation of your HVAC system at [Installation Address] has been successfully completed as of [Completion Date].

Our team has ensured that everything is in proper working order, and we appreciate your cooperation during the installation process. Please take a moment to review the following details:

- **\*\*System Type:\*\*** [Type of HVAC System]
- **\*\*Model Number:\*\*** [Model Number]
- **\*\*Warranty Information:\*\*** [Details about Warranty]
- **\*\*Maintenance Schedule:\*\*** [Recommended Maintenance/Next Service Date]

Should you have any questions or require assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We value your business and look forward to serving your heating and cooling needs in the future.

Thank you for choosing [Your Company Name]!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]