

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Follow-Up on Your HVAC Installation

I hope this message finds you well. We are writing to follow up on the recent installation of your HVAC system completed on [Installation Date].

We value your feedback and want to ensure that you are completely satisfied with your new system. Please let us know:

- How did the installation process meet your expectations?
- Are you experiencing any issues or have any questions regarding the system?
- Is there anything we can assist you with at this time?

Your experience is important to us, and we are here to support you with any needs that may arise.

Thank you for choosing [Your Company Name]. We look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]