

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

Dear [HVAC Company Manager/Owner's Name],

Subject: Complaint Regarding HVAC Service Issues

I hope this letter finds you well. I am writing to formally address an issue I have been experiencing with the HVAC services provided by your company.

On [date of service], your team performed [describe the specific service performed] at my residence located at [your address]. Unfortunately, since that service, I have encountered the following problems:

- [Briefly list the issues: e.g., the system not cooling/heating properly, any unusual noises, etc.]
- [Detail any steps you've taken to remedy the issue, if applicable]

I have attempted to resolve this matter by [mention any previous communication/efforts made], but the issues persist. Therefore, I request that your team conduct a follow-up service to address these concerns as soon as possible.

Please contact me at your earliest convenience to schedule a time for this service. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]