

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HVAC Technician position at [Company Name] as advertised on [where you found the job listing]. With [number] years of experience in the HVAC industry and a strong commitment to providing top-notch service, I am confident in my ability to contribute to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility, e.g., "performed routine maintenance and repairs on HVAC systems, resulting in a 20% increase in efficiency"]. My technical skills, combined with my attention to detail and commitment to safety, have allowed me to effectively troubleshoot and resolve issues quickly.

I am particularly impressed by [specific project, value, or aspect of the company] at [Company Name] and would be excited to bring my expertise in [specific skill or experience relevant to the company] to your organization.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]