

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Contractor's Name/Company Name] for HVAC services. I had the pleasure of working with them on [specific project or service] and was thoroughly impressed by their professionalism, expertise, and commitment to quality.

[Insert details about the project, including the scope, challenges, and any positive outcomes or results achieved under their work. Mention their skills, timely delivery, and any certifications or affiliations that add to their credibility.]

Not only was [Contractor's Name/Company Name] knowledgeable, but they also ensured that all aspects of the job were completed to our satisfaction. Their team was punctual, courteous, and respectful of our property.

I have no hesitation in recommending [Contractor's Name/Company Name] to anyone seeking reliable and effective HVAC services. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]