

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Inspection Report

We are pleased to provide you with the inspection report for your HVAC system, conducted on [Inspection Date]. Below is a summary of our findings:

**\*\*Inspection Details:\*\***

- **\*\*System Type:\*\*** [Type of HVAC System]

- **\*\*Location:\*\*** [Location of the System]

- **\*\*Serial Number:\*\*** [Serial Number]

**\*\*Findings:\*\***

1. **\*\*Condition of Unit:\*\*** [Describe the condition]

2. **\*\*Ductwork Assessment:\*\*** [Describe the assessment]

3. **\*\*Electrical Connections:\*\*** [Describe the condition]

4. **\*\*Refrigerant Levels:\*\*** [State the levels and any issues]

5. **\*\*Air Filters:\*\*** [Condition and recommendations]

**\*\*Recommendations:\*\***

- [List of recommended repairs/upgrades]

- [Frequency of maintenance]

Please do not hesitate to contact us if you have any questions regarding this report or our recommendations. Thank you for choosing [Your Company Name] for your HVAC needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]