

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Changes to HVAC Service Agreement

We hope this message finds you well. We are writing to inform you of some important changes to your HVAC service agreement, effective [Effective Date].

As part of our commitment to providing you with the best possible service, we have made the following updates:

1. **\*\*Service Coverage\*\***: [Briefly describe any changes in service coverage]
2. **\*\*Pricing Adjustments\*\***: [Detail any changes in pricing]
3. **\*\*Service Schedule\*\***: [Mention any changes to the service schedule]
4. **\*\*Contact Information\*\***: [Provide any updated contact details or procedures for assistance]

We appreciate your understanding as we implement these changes. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Phone Number] or [Email Address].

Thank you for your continued trust in us for your HVAC needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]