

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

Dear [Recipient's Name],

I am writing to express my interest in the HVAC Technician position at [Company's Name] as advertised on [where you found the job listing]. With [number] years of hands-on experience in heating, ventilation, and air conditioning systems, I am confident in my ability to contribute effectively to your team.

My background includes extensive training in diagnosing, repairing, and maintaining HVAC systems, ensuring optimal performance and energy efficiency. I am proficient in [specific skills or tools relevant to the position] and have a strong commitment to providing excellent customer service.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I admire your commitment to [company values, innovative solutions, etc.], and I believe my skills align well with your needs.

I welcome the opportunity to discuss how my background, skills, and certifications can be beneficial to your team. Thank you for considering my application. I look forward to the possibility of contributing to the success of [Company's Name].

Sincerely,  
[Your Name]