

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for choosing [Your Company Name] for your recent HVAC service. We hope that you are satisfied with the work completed on [Service Date]. Your comfort and satisfaction are our top priorities. If you have any questions or concerns regarding the service performed, or if you need additional assistance, please do not hesitate to reach out.

As a valued customer, we also encourage you to take advantage of our maintenance plans, ensuring that your HVAC system continues to run efficiently throughout the year.

Thank you once again for your trust in us. We look forward to serving you in the future.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]