

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening Paragraph: Introduce yourself and the purpose of the letter.]  
[Second Paragraph: Provide relevant details or information related to  
your HVAC services.]  
[Third Paragraph: Explain the benefits of working with your company or  
specific services offered.]  
[Closing Paragraph: Invite them to contact you for further discussion or  
questions, and express appreciation for their time.]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]