

Subject: Follow-Up on HVAC Service Request

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding your recent request for HVAC services at your property.

****Service Details:****

- ****Date of Service:**** [Insert Date]

- ****Location:**** [Insert Address]

- ****Scope of Work:**** [Briefly describe the work to be performed]

****Next Steps:****

To ensure we address your needs effectively, please confirm the following:

1. Availability for the scheduled date.

2. Any specific concerns or issues you've noticed with your HVAC system.

Please feel free to reach out with any questions or additional information. We look forward to providing you with excellent service.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]