

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this letter finds you well! As the temperatures begin to change, we at [Your Company Name] want to ensure your home remains comfortable year-round.

We are excited to offer you exclusive promotions on our HVAC services, including:

- [Service 1: Description and discount]
- [Service 2: Description and discount]
- [Service 3: Description and discount]

For a limited time, take advantage of our [specific offer] when you schedule your service by [expiration date]. Our team of certified technicians is here to provide you with top-notch service and ensure your system runs efficiently.

Don't wait! Call us today at [Your Phone Number] or visit our website at [Your Website URL] to learn more and book your appointment.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Your Company Website]