

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. As part of our commitment to ensuring your HVAC system operates efficiently and reliably, we would like to remind you that it's time for your scheduled maintenance. Our records indicate that your last maintenance visit was on [Last Maintenance Date]. Regular maintenance helps extend the life of your equipment, improves energy efficiency, and ensures optimal performance. We recommend scheduling your next maintenance appointment at your earliest convenience. Please reply to this letter, call us at [Your Phone Number], or visit our website at [Your Website] to arrange a time that works for you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]