

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: HVAC Repair Service Confirmation

We hope this letter finds you well. Thank you for choosing [Your Company Name] for your HVAC repair needs. We are committed to providing you with the highest quality service to ensure your comfort and satisfaction.

This letter serves to confirm your HVAC repair appointment scheduled for [Date] at [Time]. Our technician, [Technician's Name], will arrive at your location to assess and repair your HVAC system.

Please have the following information ready for our technician:

- Any specific issues you've noticed
- Previous maintenance or repair history
- Access instructions for the HVAC unit

If you have any questions or need to reschedule your appointment, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your trust in us. We look forward to serving you!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Website]