

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Service Confirmation

We appreciate your trust in [Your Company Name] for your HVAC service needs. This letter serves to confirm your scheduled service appointment on [Date] at [Time].

Service Details:

- Type of service: [e.g., Routine Maintenance, Repair]

- Location: [Client's Address]

- Technician assigned: [Technician's Name]

Please ensure that the area around your HVAC unit is clear for our technician's accessibility. If you need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company Name]. We look forward to providing you with exceptional service.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]