

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Warranty Coverage for HVAC Installation

Dear [Customer Name],

We are pleased to provide you with this warranty for your recent HVAC installation completed on [Installation Date]. This warranty outlines the coverage and terms associated with your system, ensuring your investment is protected.

****Warranty Details:****

- ****Product Covered:**** [Include model and serial number of the HVAC unit]
- ****Installation Date:**** [Date of installation]
- ****Warranty Period:**** [Duration of warranty, e.g., 1 year, 5 years]
- ****Coverage:**** This warranty covers defects in materials and workmanship under normal residential use and maintenance.

****Exclusions:****

- Damage due to misuse, neglect, or improper maintenance.
- Damage caused by natural disasters or external factors (e.g., flooding, fire).
- Repairs performed by unauthorized personnel.

****Claim Process:****

To file a warranty claim, please contact us at [Your Phone Number] or [Your Email Address]. You will need to provide proof of purchase and a description of the issue.

We appreciate your trust in [Your Company Name] for your HVAC needs. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]