

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to acknowledge receipt of your request for HVAC repair services.

Details of your request:

- **Service Requested:** [Describe Service]
- **Date of Request:** [Insert Date]
- **Service Address:** [Insert Address]
- **Contact Number:** [Insert Contact Number]

Our team will review your request and schedule a technician to assess the situation as soon as possible. You can expect a follow-up from us within [insert timeframe] to confirm the appointment.

Thank you for choosing [Your Company Name]. If you have any immediate questions or concerns, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]