

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Subject: Notification of HVAC Repair Completion

Dear [Customer's Name],

We are pleased to inform you that the HVAC repair service at your property located at [Property Address] has been successfully completed.

Scope of Work:

- [Brief description of the repairs performed]

Completion Date:

- [Date of completion]

Your HVAC system is now fully operational, and we trust that you will enjoy improved comfort in your space. Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Company Phone Number] or [Company Email Address].

Thank you for choosing [Your Company Name] for your HVAC needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]