

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: HVAC Maintenance Reminder

We hope this message finds you well! This is a friendly reminder that your scheduled HVAC maintenance is due soon. Regular maintenance is essential to ensure your heating and cooling systems operate efficiently and effectively.

****Maintenance Details:****

- ****Appointment Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Service Location:**** [Customer Address]

During this visit, our certified technician will:

- Inspect and clean the HVAC system

- Replace air filters

- Check for any potential issues

- Ensure optimal performance for the upcoming season

Please confirm your availability for the scheduled date and time. If you have any specific concerns or requests, feel free to let us know in advance.

Thank you for trusting us with your HVAC needs. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]