

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

I hope this letter finds you well. I am reaching out to express my gratitude for choosing [Your Company Name] for your HVAC needs. We take pride in providing top-notch service and support to our valued customers. If you are satisfied with our services, we would greatly appreciate it if you could refer us to your friends, family, or colleagues who may be in need of HVAC assistance. When you refer someone to us, please let them know to mention your name so we can thank you appropriately.

As a token of our appreciation, we offer [incentive or discount details] for every successful referral you make.

Thank you for your continued support. If you have any questions or require further assistance, please don't hesitate to reach out.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Your Website URL]