

[Your Company Letterhead]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. Thank you for choosing [Your Company Name] for your recent HVAC service. We appreciate your business and value your feedback.

We wanted to follow up to ensure that your HVAC system is operating to your satisfaction and to address any questions or concerns you might have. Should you require any further assistance or wish to schedule additional services, please don't hesitate to reach out to us.

As a token of our appreciation, we would like to offer you [mention any discounts or special offers, if applicable].

Thank you once again for trusting [Your Company Name] with your HVAC needs. We look forward to serving you in the future.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]