

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Enhancing Your Comfort with Your New Air Conditioning System

Dear [Customer Name],

Thank you for choosing [Company Name] for your recent air conditioning installation. We hope you are enjoying the improved comfort of your home.

To ensure you get the most value out of your new investment, we would like to highlight a few complimentary benefits and professional tips included with your purchase:

- **First Year Maintenance:** Your system includes a free precision tune-up at the six-month mark to keep it running at peak efficiency.
- **Extended Warranty Protection:** We have completed the registration of your equipment, ensuring you are covered for parts under the manufacturer's warranty for the next [Number] years.
- **Smart Settings Guide:** Attached is a simple guide on how to program your thermostat to reduce energy bills by up to 15% without sacrificing comfort.
- **Filter Replacement Program:** As a new client, you are eligible for a 10% discount on all high-efficiency air filters ordered through our office.

Our goal is not just to install a unit, but to ensure your long-term satisfaction. If you have any questions regarding the operation of your new system, please call us at [Phone Number].

Thank you for your trust and your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Website/Contact Info]