

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Management Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Capital Improvement - Air Conditioning System Installation

Dear [Recipient Name],

This letter serves as formal notification regarding the installation of a new air conditioning system at the property located at [Property Address]. This upgrade was completed on [Date of Completion].

This installation constitutes a **Capital Improvement** to the property rather than a standard repair. The project involved the following:

- Installation of a new [Brand/Model] high-efficiency AC unit.
- Replacement of existing ductwork and ventilation components.
- Integration of a smart thermostat and energy-efficient control systems.
- Total investment cost: \$[Amount].

This improvement adds significant value to the property by increasing energy efficiency, improving indoor air quality, and extending the overall life of the building's mechanical systems. These enhancements directly benefit the long-term market value and habitability of the premises.

Attached to this letter, please find copies of the contractor's final invoice, proof of payment, and the mechanical permit for your records. We request that this information be filed accordingly for tax, insurance, or valuation purposes.

If you have any questions regarding this improvement, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]