

[Your Company Name/Logo]
[Your Address]
[City, State, Zip Code]
[Date]

Subject: Recommended HVAC Specialist for Your New Home

Dear [Homeowner Name],

Congratulations on the purchase of your new home at [Property Address]. As you settle in, we want to ensure you have access to reliable professionals to maintain your home's comfort and efficiency.

We are writing to officially endorse [**Contractor Name/Company**] as our preferred residential HVAC service provider. Having worked with them for [Number] years, we have found their team to be consistently professional, punctual, and highly skilled in heating and cooling systems.

[Contractor Name] specializes in:

- Seasonal system maintenance and tune-ups
- Energy-efficient upgrades and installations
- 24/7 emergency repair services
- Indoor air quality assessments

To welcome you to the neighborhood, [Contractor Name] is offering a [Percentage/Dollar Amount] discount on your first maintenance visit if you mention this letter. You can reach them directly at [Phone Number] or visit their website at [Website URL].

We only recommend contractors who meet our high standards for integrity and craftsmanship. We are confident they will provide you with excellent service.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Title/Role]