

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Official Endorsement of [HVAC Contractor Name]

Dear Residents,

At [Property Management Company Name], we prioritize your comfort and the maintenance of your home's essential systems. We are writing to formally introduce and endorse **[HVAC Contractor Name]** as our preferred provider for all heating, ventilation, and air conditioning services.

After a thorough vetting process, we have selected [HVAC Contractor Name] based on their:

- Proven track record of technical expertise and reliability.
- Full licensing and comprehensive insurance coverage.
- Commitment to prompt emergency response times.
- Fair and transparent pricing for our residents.

Should you require routine maintenance, seasonal tune-ups, or emergency repairs, we highly recommend contacting them directly. Utilizing our preferred contractor ensures that the work performed meets the specific mechanical standards of our property.

Contact Information:

Company: [HVAC Contractor Name]

Phone: [Phone Number]

Email: [Email Address]

Website: [Website URL]

Please note that for any urgent leaks or total system failures, you should still notify the [Property Management Company Name] office immediately via the resident portal or our emergency line.

Thank you for helping us maintain a high standard of living at [Property Name].

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]