

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Recommendation for Preferred HVAC Service Provider

Dear [Client Name],

At [Real Estate Agency Name], we strive to provide our clients with exceptional service even after the closing of a sale. We understand that maintaining your home's heating and cooling systems is essential for your comfort and the long-term value of your property.

To assist you, we are pleased to officially endorse **[HVAC Company Name]** as our preferred HVAC contractor. We have selected [HVAC Company Name] based on their proven track record of reliability, technical expertise, and fair pricing.

Our experience with them has shown that they excel in:

- Routine seasonal maintenance and inspections.
- Emergency repairs and diagnostics.
- Energy-efficient system upgrades and installations.
- Excellent customer service and transparent quoting.

As a client of [Real Estate Agency Name], you may be eligible for [mention specific discount or priority service, e.g., a 10% discount on your first service call] when you mention our agency's name.

You can reach [HVAC Company Name] directly at [Phone Number] or visit their website at [Website Address].

While you are free to choose any service provider, we highly recommend their team for any of your HVAC needs. If you have any questions, please feel free to reach out to us.

Best regards,

[Your Name]

[Your Title]

[Real Estate Agency Name]

[Phone Number]

[Email Address]