

[Date]

[Seller Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Seller Name],

In preparation for listing your home, ensuring that your heating, ventilation, and air conditioning (HVAC) systems are in peak operating condition is a critical step. A well-maintained system not only increases buyer confidence but can also prevent delays during the inspection process.

To assist you with this, I am officially endorsing **[HVAC Company Name]** as our preferred quality contractor for pre-sale HVAC certifications and maintenance.

I recommend them for the following reasons:

- **Pre-Inspection Readiness:** They provide comprehensive tune-ups to ensure your system passes buyer inspections.
- **Certified Documentation:** They provide professional service reports that can be included in your home's disclosure package.
- **Reliability:** They are known for their punctuality, fair pricing, and high-quality workmanship.
- **Priority Scheduling:** As a client of [Your Real Estate Agency], you may be eligible for priority service.

Investing in a professional HVAC service now is one of the most effective ways to protect your home's value and ensure a smooth closing. I strongly encourage you to contact them at [HVAC Phone Number] or visit [HVAC Website] to schedule an appointment before we go live on the market.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]