

Repair Confirmation Letter

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are pleased to inform you that the air conditioning repair at your premises has been successfully completed. Our technician, [Technician's Name], visited your location on [Date of Service] and performed the necessary repairs to ensure your unit is functioning efficiently.

The following tasks were completed:

- [Task 1]
- [Task 2]
- [Task 3]

We have tested the unit post-repair, and it is now operating optimally. Should you experience any further issues or have additional questions, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Thank you for choosing [Company Name] for your air conditioning needs. We appreciate your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]