

# Scheduled HVAC Check-Up Confirmation

Dear [Customer Name],

We are pleased to confirm your scheduled HVAC check-up appointment.

**Date:** [Scheduled Date]

**Time:** [Scheduled Time]

**Location:** [Customer Address]

Our technician will arrive at the scheduled time to perform a thorough inspection and maintenance of your HVAC system to ensure it operates efficiently.

If you have any special requests or if you need to reschedule, please feel free to contact us at [Contact Number] or [Email Address].

Thank you for choosing us for your HVAC needs!

Best regards,

[Your Company Name]

[Your Company Contact Information]