

Follow-Up on Central Heating System Upgrade

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the upgrade of the central heating system at [Property Address].

Since our last conversation, I wanted to check in to see if you have had any further thoughts or questions about the proposed plans. Upgrading the system will not only enhance comfort but also improve energy efficiency and reduce overall heating costs.

If you are still interested, I would be happy to provide additional information or schedule a time to discuss this further. Please let me know your availability.

Thank you for considering this important upgrade. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]