

Service Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

This letter serves as a notice for the upcoming service of your air conditioning system. Regular maintenance is essential to ensure optimal functionality and efficiency of your unit.

Service Scheduled:

- Date: [Insert Service Date]
- Time: [Insert Service Time]

Our technician will perform the following services:

- Inspection of the air conditioning unit
- Cleaning of filters and coils
- Check refrigerant levels
- Test system controls

Please ensure that someone is available at your residence to provide access to the unit. If the scheduled time does not work for you, feel free to contact us at [Insert Contact Information] to reschedule.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]