

Annual Inspection Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that it is time for your annual central air system inspection. Regular maintenance is essential to ensure the efficiency and longevity of your system.

We recommend scheduling your inspection between [proposed dates]. Please give us a call at [your phone number] or reply to this email to book your appointment.

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

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]