

Reminder: Upcoming Heating System Inspection

Dear [Recipient's Name],

This is a friendly reminder that your heating system inspection is scheduled for [Date] at [Time]. Regular maintenance ensures your heating system operates efficiently and safely.

Please make sure to be available for the technician's visit. If you need to reschedule, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Company]

[Your Contact Information]