

<name>
<company>
<address>
<city, state, zip>

<date>

Dear ;

“As a business owner or property manager, are you concerned about rising Energy Costs, HVAC Systems Operations, the facility management budget and overall environmental systems’ effectiveness?”

Your Company can help. We specialize in offering unique solutions and comprehensive recommendations related to HVAC systems. Our proactive, planned programs are designed to meet your specific service and maintenance needs to improve cash flow within your business. As a full service HVAC contractor we also offer planning, design, installation, repair, replacement and service assistance.

Each program, recommendation or project begins with a building performance assessment and report to help you control or reduce operating costs, enhance equipment efficiencies, improve comfort, maintain indoor air quality and protect your investment related to the building environmental systems. We design true, planned preventive maintenance programs, offer energy services solutions and will help with capital expense planning for equipment replacement.

We would like to learn more about your business, discuss our capabilities and a possible plan to help you. I will call you this week to schedule a convenient time to meet.

Respectfully,
Your Company

James Graening
Commercial Services