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**Date**

**Homeowners Name**

**Address**

**City, ST, Zip**

**Dear**

Thank you for choosing **ABC** and scheduling a free home energy audit for your home.

Our appointment is set for **Thursday May 1 at 5:00-5:15 PM** at your home. In order for you to get the most benefit from our energy audit and use your time wisely, our meeting will require some minimal preparation.

If you could do your best to follow these recommendations for our meeting, this will insure you will receive maximum benefit from our time together evaluating your homes’ comfort, indoor air quality, and energy requirements.

First, we ask that you have your last 12 months utility bills, (**both gas and electric**), available to look at for your home.

Also, anyone who may be involved in the education and decision process would greatly benefit by being there to ask questions. This is important to both of us, so all questions can be answered well.

The visit and energy audit will take about 2 ½ hours of your time. If this is inconvenient, or you feel you cannot spare this kind of time, please let us know so we can reschedule to a time that meets your needs. This is the 3rd largest investment decision any homeowner makes, so at we feel it is critical that you are as informed, educated, and comfortable with the options available to you as you can be.

When we are finished, you’ll have an energy evaluation of your home, how your home’s indoor air quality is performing, you’ll know about an **ABC** Comfort System and how it works. You will understand your options, a budget range that fits your needs, the equipment, and our installation standards and have a process to choose the most qualified contractor to perform the work if you choose to move forward. **ABC** also offers a wide range of financing options. **You will have all the information you need to make the right decision for you and your home**.

I appreciate the time that you will give me and I’m sure you will know what comfort system is best for your family and be satisfied that the system you purchase will address all your home comfort needs at a price you can afford.

Choosing a contractor to do the installation work to a standard of excellence is the key to quality, and you’re your satisfaction!

Respectfully yours,

Gary– Comfort Specialist

**ABC HEATING & AIR CONDITIONING**