

[Your Company Name]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Repair Completion - [Appliance Type]

Dear [Customer Name],

This letter is to formally confirm that the repair service for your [Appliance Brand and Model] was successfully completed on [Date of Service].

Work Performed:

- **Diagnosis:** [Brief description of the issue]
- **Action Taken:** [Description of the repair/parts replaced]
- **Testing:** The unit has been tested and is now functioning according to manufacturer specifications.

Warranty Information:

The parts installed carry a [Number]-day warranty, and our labor is guaranteed for [Number] days from the date of completion. Please keep your invoice, number #[Invoice Number], as proof of service.

Care Instructions:

[Optional: Insert brief maintenance tip for the appliance].

Thank you for choosing [Your Company Name]. If you have any further questions or if the appliance requires additional attention, please contact us immediately.

Sincerely,

[Technician Name]
[Title]
[Your Company Name]