

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

Subject: Confirmation of Irrigation System Winterization

Dear [Customer Name],

This letter is to confirm that we have successfully completed the winterization service for your irrigation system on [Date of Service].

Our technician performed the following steps to protect your system from freezing temperatures:

- Main water supply shut-off.
- Compressed air "blow-out" of all zones and lines to remove water.
- Drainage of the backflow preventer and pump (if applicable).
- Deactivation of the irrigation controller/timer.

System Status: [System cleared and secured / Notes on any repairs needed]

Your system is now prepared for the winter season. We recommend scheduling your spring activation service in [Month] to ensure your lawn and garden are ready for the growing season.

An invoice for this service is [attached / will be sent separately].

Thank you for choosing [Company Name] for your property maintenance. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]