

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: HVAC Services Contract

Dear [Client's Name],

I am pleased to inform you that we have reached an agreement regarding the HVAC services to be provided at [Project Location]. Below are the terms and conditions outlined for our contract:

1. **\*\*Scope of Work\*\***

- Description of services to be performed
- Timeline for completion
- Equipment and materials to be used

2. **\*\*Contract Price\*\***

- Total cost of services
- Payment schedule

3. **\*\*Terms and Conditions\*\***

- Warranty details
- Liability information
- Termination clause

4. **\*\*Acceptance\*\***

- Please sign below to confirm your acceptance of this contract.

We appreciate your business and look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

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**\*\*Acceptance of Contract\*\***

I, [Client's Name], accept the terms outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_