

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Service Proposal

Thank you for the opportunity to provide you with a proposal for your HVAC service needs. We understand the importance of maintaining a comfortable and efficient environment in your facility and are pleased to present our services.

****Scope of Work:****

1. ****Initial Assessment****

- Detailed inspection of your current HVAC system
- Identification of any areas needing improvement

2. ****Service Offerings****

- Regular maintenance checks
- Emergency repair services
- System upgrades and replacements
- Air quality assessments

3. ****Proposed Schedule****

- Initial assessment date: [Proposed Date]
- Maintenance schedule: [Frequency of Service]

****Cost Estimate:****

- Initial Assessment: \$[Amount]
- Maintenance Plan: \$[Amount] per visit
- Emergency Repairs: \$[Hourly Rate]
- Additional Upgrades: \$[Estimated Costs]

****Terms and Conditions:****

- Payment terms: [e.g., net 30 days]
- Service guarantee: [Specify any warranties or guarantees]

We believe our services will greatly enhance the comfort and efficiency of your HVAC system. Please feel free to reach out with any questions or to discuss this proposal further.

Thank you for considering [Your Company Name] for your HVAC needs. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]