

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

****Subject: Service Agreement for HVAC Services****

This Service Agreement ("Agreement") is made and entered into as of [Start Date] by and between [Your Company Name] ("Service Provider") and [Client Name] ("Client").

1. ****Scope of Services****

The Service Provider agrees to provide the following services:

- Installation of HVAC systems
- Routine maintenance and inspections
- Emergency repair services
- [Additional services if applicable]

2. ****Term****

This Agreement will commence on [Start Date] and will continue for a period of [Duration] unless terminated in accordance with this Agreement.

3. ****Payment****

The Client agrees to pay the Service Provider a total fee of [Total Amount] for services rendered, payable as follows:

- [Payment terms, e.g., upfront, monthly installments, etc.]

4. ****Responsibilities of the Client****

The Client agrees to:

- Provide access to premises for the Service Provider to carry out services.
- Notify the Service Provider of any issues or concerns in a timely manner.

5. ****Termination****

Either party may terminate this Agreement by providing [Number of Days] written notice to the other party.

6. ****Limitation of Liability****

The Service Provider shall not be liable for any indirect, incidental, or consequential damages arising from this Agreement.

7. ****Governing Law****

This Agreement shall be governed by the laws of the State of [State].

Please sign below to indicate your acceptance of this Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

****Accepted and Agreed:****

[Client Name]

[Title]

[Date]