

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: HVAC Repair Agreement

This HVAC Repair Agreement ("Agreement") is entered into as of [Effective Date] between [Your Company Name] ("Contractor") and [Customer's Name] ("Customer").

****1. Description of Work****

The Contractor agrees to perform the following services:

- [Detail the specific HVAC repair services to be provided]

****2. Payment Terms****

The total cost for the services rendered shall be [Total Amount]. Payment is due upon completion of the work unless otherwise agreed upon.

****3. Warranty****

The Contractor warrants that the services performed will meet industry standards. Any parts installed will carry a manufacturer's warranty of [Warranty Duration].

****4. Termination****

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

****5. Governing Law****

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

Please sign and return a copy of this Agreement to indicate your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

****Acceptance of Agreement****

I, [Customer's Name], accept the terms of this HVAC Repair Agreement.

Signature: _____

Date: _____