

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

Subject: HVAC Repair Estimate

Thank you for allowing us the opportunity to provide you with an estimate for the repair of your HVAC system. Below you will find a detailed breakdown of the proposed services and associated costs.

****Service Description**:**

- [Description of the issue and proposed repair work]

****Parts Required**:**

- [List of parts needed]

****Labor**:**

- [Description of labor required]

****Estimate Summary**:**

- Parts Cost: \$[Amount]

- Labor Cost: \$[Amount]

- Additional Fees (if any): \$[Amount]

- ****Total Estimate Cost**:** \$[Total Amount]

Please note that this estimate is valid for [number of days] days. If you have any questions or would like to proceed with the repair, please feel free to contact us at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]