

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

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HVAC Repair Service Proposal

I hope this letter finds you well.

We are writing to propose our professional HVAC repair services for your [specify the system, e.g., air conditioning, heating unit etc.]. Our team of certified technicians is equipped with the skills and experience needed to ensure your system operates efficiently and effectively.

[Briefly describe the specific issues identified or services needed, e.g., replacement of parts, routine maintenance, etc.]

We are prepared to start work on your HVAC unit immediately upon your acceptance. We recommend the following steps:

1. [Service Step 1]
2. [Service Step 2]
3. [Service Step 3]

Attached to this letter is our detailed proposal, including pricing and estimated timelines for the repairs.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] with any questions or for further clarification.

Thank you for considering our services. We look forward to assisting you with your HVAC needs.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]