

[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 Installation Acknowledgment

We would like to take this opportunity to thank you for choosing [Your Company Name] for your recent HVAC installation. We are committed to providing you with high-quality service and ensuring your complete satisfaction.

This letter serves as formal acknowledgment of your installation scheduled for [Installation Date]. The details of your installation are as follows:

- **System Model:** [System Model]
- **Installation Location:** [Installation Address]
- **Technician Assigned:** [Technician Name]
- **Installation Time:** [Start Time] to [End Time]

Please ensure that the installation area is accessible and free of obstructions on the scheduled date. Should you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you again for your trust in [Your Company Name]. We look forward to providing you with a comfortable and efficient HVAC system.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]