

[Your Company Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

RE: HVAC Installation Agreement

This letter serves as an agreement between [Your Company Name] and [Client's Name] for the installation of an HVAC system at [Installation Address].

****1. Scope of Work****

The services to be provided include:

- [Detailed description of the HVAC system to be installed]
- [Any additional services, if applicable]

****2. Project Timeline****

- Start Date: [Start Date]
- Completion Date: [End Date]

****3. Payment Terms****

- Total Cost: [\$ Amount]
- Payment Schedule: [Detailed payment terms]

****4. Responsibilities****

- [Your Company Name]'s responsibilities: [list of responsibilities]
- Client's responsibilities: [list of responsibilities]

****5. Warranty and Maintenance****

- Warranty period: [Warranty details]
- Maintenance services: [Any maintenance services offered]

By signing below, both parties agree to the terms outlined in this agreement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

****Client's Signature:**** _____ **Date:** _____

****Your Signature:**** _____ **Date:** _____