

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are pleased to confirm the installation of your HVAC system, scheduled for [Installation Date] at your residence located at [Installation Address].

Details of the installation are as follows:

- **\*\*System Type:\*\*** [Type of HVAC System]
- **\*\*Model Number:\*\*** [Model Number]
- **\*\*Installation Time:\*\*** [Estimated Start Time] to [Estimated End Time]
- **\*\*Technician(s) Assigned:\*\*** [Technician Name(s)]

Please ensure that the installation area is accessible on the day of service. If you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company Name]. We look forward to providing you with a comfortable environment.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Website]