

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: HVAC Installation Confirmation

We are pleased to confirm the scheduled installation of your new HVAC system. Below are the details of your installation:

**\*\*Installation Date:\*\*** [Insert Date]

**\*\*Installation Time:\*\*** [Insert Time]

**\*\*Installation Address:\*\*** [Insert Address] (if different from the above)

**\*\*System Details:\*\***

- Model: [Insert Model]

- Type: [Insert Type] (e.g., Central Air, Ductless Mini-Split)

- Features: [List Features]

**\*\*Installation Process:\*\***

Our team will arrive at your location promptly at the scheduled time.

Please ensure that the installation area is clear and accessible. We will perform the following tasks:

1. [Task 1]

2. [Task 2]

3. [Task 3]

**\*\*Post-Installation:\*\***

After the installation is complete, our technician will provide you with a brief overview of your new system and answer any questions you may have.

Thank you for choosing [Your Company Name]. We look forward to providing you with a comfortable and efficient HVAC solution. If you have any questions or need to reschedule, please contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Website]