

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Installation Proposal

Introduction

We appreciate the opportunity to present our proposal for the HVAC installation at your property located at [Property Address].

Scope of Work

We propose to install the following HVAC equipment:

- [Equipment 1 Description]
- [Equipment 2 Description]
- [Any Additional Services]

Timeline

The estimated project duration is [Specify Duration], commencing from [Start Date] to [End Date].

Cost Estimate

The total cost for the proposed HVAC installation is [Total Cost Estimate]. A breakdown of costs is as follows:

- [Itemized Cost 1]
- [Itemized Cost 2]
- [Any Additional Costs]

Terms and Conditions

- Payment Terms: [Specify Payment Terms]
- Warranty: [Specify Warranty Terms]

Conclusion

We are confident that our proposal meets your requirements and look forward to the opportunity to work with you. Please feel free to contact us with any questions or to discuss this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Website]