

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Project Installation Notification

We are pleased to inform you that we will begin the installation of your HVAC system on [start date]. Our team is excited to work on this project and ensure that your space is comfortable and efficient.

Project Details:

- ****Project Location:**** [Installation Address]
- ****Installation Date:**** [Start Date] to [End Date]
- ****Project Manager:**** [Project Manager's Name]
- ****Contact Information:**** [Phone Number and Email]

During the installation process, we aim to minimize disruption to your daily activities. Please ensure that the area is accessible and free of any obstructions.

Should you have any questions or require additional information, feel free to contact us at your convenience.

Thank you for choosing [Your Company Name] for your HVAC needs. We look forward to a successful installation!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]