

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

Subject: HVAC Installation Agreement

We are pleased to inform you that your HVAC installation is scheduled for [installation date]. Below are the details of the installation process:

1. ****Project Timeline:****

- Start Date: [Start date]
- Completion Date: [Completion date]

2. ****Scope of Work:****

- Description of the HVAC system being installed
- Additional services included (if any)

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

- Total cost of installation: [Total amount]
- Payment schedule: [Details]

4. ****Installation Team:****

- Names and qualifications of the technicians assigned

5. ****Contact Information:****

- Your primary contact during installation: [Contact Name]
- Contact number: [Contact Number]

We appreciate your business and look forward to providing you with a comfortable and efficient HVAC system. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]