

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Client's Name]

[Client's Title/Position]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Proposal for Commercial HVAC Installation

We are pleased to submit our proposal for the installation of a commercial HVAC system at [Client's Company Name or Project Location]. Our team is committed to providing high-quality service and ensuring optimal comfort and efficiency for your facility.

****Project Overview****

- ****Scope of Work:**** [Brief description of the work to be performed]

- ****Equipment to be Installed:**** [List of HVAC equipment]

- ****Timeline:**** [Estimated start and completion dates]

****Investment Breakdown****

- ****Total Cost:**** \$[Amount]

- ****Payment Terms:**** [Payment schedule or terms]

We believe that our expertise and dedication to quality make us the ideal partner for your HVAC needs. We look forward to the opportunity to work with you and help enhance your facility's environment.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering [Your Company Name] for this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]