

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Confirmation of Residential HVAC Installation

We are pleased to confirm your scheduled residential HVAC installation.

Below are the details of your appointment:

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

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

**\*\*Installation Address:\*\*** [Insert Address]

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

- Model: [Insert Model]

- Type: [Insert Type]

- Additional Components: [List any additional components]

Please ensure that the area around the installation site is clear and accessible for our technicians. If you have any questions or need to reschedule, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing [Your Company Name]. We look forward to providing you with a comfortable and efficient HVAC system.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]