

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HVAC Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [HVAC Company Name or Contact Person's Name],
I hope this message finds you well. I am writing to schedule the installation of my new HVAC system, which we discussed during our recent consultation.

****Preferred Installation Dates:****

1. [First Choice Date]
2. [Second Choice Date]
3. [Third Choice Date]

Please let me know which of these dates works best for your team. If none are suitable, I would appreciate your suggestions for alternative dates. Additionally, kindly confirm the time of arrival and any preparations I need to make prior to the installation.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]