

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: HVAC Installation Services

We are pleased to confirm the details of the HVAC installation services we will be providing at [Job Location/Address].

Project Overview:

- ****Service Type:**** [Type of HVAC System]
- ****Installation Date:**** [Date]
- ****Start Time:**** [Start Time]
- ****Estimated Duration:**** [Number of Days/Hours]

Scope of Work:

- [Brief description of work to be performed]
- [Specific equipment to be installed]
- [Any associated services, e.g., ductwork, electrical setup]

Total Cost:

- [Total amount, including any applicable taxes or fees]

Payment Terms:

- [Payment schedule or due date]

Please feel free to reach out if you have any questions or further requirements. We look forward to providing you with high-quality HVAC services.

Thank you for choosing [Your Company Name]!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]