

**\*\*Subject:\*\*** Notice of Scheduled HVAC Installation

**\*\*Dear** [Customer's Name],**\*\***

We are pleased to inform you that your HVAC installation is scheduled for [Date] at [Time]. Our team will arrive at your location: [Installation Address].

**\*\*Installation Details:\*\***

- **\*\*System Type:\*\*** [e.g., Central Air Conditioning, Heat Pump]

- **\*\*Model:\*\*** [Model Number]

- **\*\*Estimated Duration:\*\*** [Number of Hours]

**\*\*What to Expect:\*\***

- Our technicians will ensure minimal disruption to your daily activities.

- Please ensure that the installation area is clear and accessible.

- We will provide a brief overview of the system and answer any questions post-installation.

**\*\*Contact Information:\*\***

Should you have any questions or need to reschedule, please contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Website]