

[Your Company Letterhead]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: HVAC Project Estimate  
Thank you for considering [Your Company Name] for your HVAC project needs. Please find below the estimate for the specified services.  
\*\*Project Description:\*\*  
[Brief description of the project, e.g., installation, repair, maintenance]  
\*\*Estimated Costs:\*\*  
- Equipment Costs: \$[amount]  
- Labor Costs: \$[amount]  
- Additional Services: \$[amount]  
- Total Estimate: \$[total amount]  
\*\*Timeline:\*\*  
Projected start date: [date]  
Projected completion date: [date]  
We appreciate the opportunity to provide this estimate and look forward to the possibility of working together. If you have any questions or need further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].  
Thank you for your consideration.  
Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]