

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Title]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Service Agreement

We are pleased to provide you with our HVAC service agreement to ensure your heating, ventilation, and air conditioning systems operate efficiently and reliably.

****Scope of Services:****

- [List of services included, e.g., regular maintenance, emergency repairs, inspections, etc.]

****Duration:****

- This agreement will commence on [start date] and will remain valid until [end date].

****Payment Terms:****

- The total cost for the services outlined is [total amount]. Payments are to be made [payment schedule].

****Responsibilities of [Your Company Name]:****

- [List of responsibilities, e.g., provide necessary materials, schedule regular visits, etc.]

****Responsibilities of [Client's Company Name]:****

- [List of responsibilities, e.g., provide access to facilities, notify of issues in a timely manner, etc.]

Please review the terms of this agreement and do not hesitate to reach out if you have any questions or require adjustments. We look forward to the opportunity to work with you and ensure optimal performance of your HVAC systems.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]