

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HVAC Contract Negotiation

I hope this message finds you well. I am writing to discuss the ongoing negotiations regarding the HVAC contract for [Project/Building Name].

After reviewing the initial proposal, I would like to address several key points to ensure that the final agreement meets the requirements and expectations of both parties.

1. **Scope of Work**:

- [Specify any changes or clarifications needed]

2. **Pricing**:

- [Discuss pricing adjustments or terms]

3. **Timeline**:

- [Outline any proposed changes to the project timeline]

4. **Warranties and Support**:

- [Cover specific warranty terms or support services needed]

I believe that by addressing these points, we can move forward to a mutually beneficial agreement. Please let me know a suitable time for us to meet and discuss these matters in detail.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]