

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to submit our bid for the HVAC equipment project specified in [Project Reference or Description]. After careful review of the project requirements, we have prepared a comprehensive proposal that meets your specifications.

****Bid Details:****

1. ****Proposed Equipment:****
 - [Type of HVAC Equipment]
 - [Specifications]
 - [Model Number]
2. ****Cost Estimate:****
 - Total Equipment Cost: \$[Amount]
 - Installation and Labor Cost: \$[Amount]
 - Total Bid Amount: \$[Total Amount]
3. ****Project Timeline:****
 - Estimated Start Date: [Start Date]
 - Estimated Completion Date: [Completion Date]
4. ****Warranty Information:****
 - Equipment Warranty: [Warranty Details]
 - Labor Warranty: [Warranty Details]

We believe our proposal not only meets your needs but also provides the best value for your investment. Should you have any questions or require further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for the opportunity to submit this bid. We look forward to the possibility of working together on this project.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]