

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Position]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Proposal for HVAC Services

I hope this letter finds you well. I am writing to present a proposal for HVAC services tailored to meet the needs of [Client's Company Name]. Our team at [Your Company Name] has extensive experience in providing high-quality HVAC solutions, ensuring optimal performance and energy efficiency.

****Project Overview****

[Briefly describe the project and its objectives.]

****Scope of Work****

[List the specific services to be provided, such as installation, maintenance, and repair.]

****Timeline****

[Provide an estimated timeline for project completion.]

****Cost Estimate****

[Include a breakdown of costs associated with the project.]

****Conclusion****

We believe our proposal will provide significant value to [Client's Company Name]. We are eager to discuss this proposal further and answer any questions you may have.

Thank you for considering [Your Company Name] for your HVAC needs. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]