

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for considering [Your Company Name] for your HVAC needs. Based on our recent discussion and the assessment of your property, we are pleased to provide you with the following estimate for the HVAC services.

****Project Overview****

- ****Service Location:**** [Service Address]

- ****Scope of Work:**** [Brief description of the services to be provided, e.g., installation of new HVAC system, repairs, etc.]

- ****Equipment:**** [List of equipment and materials to be used]

****Estimated Costs****

- ****Labor:**** \$[Labor Cost]

- ****Materials:**** \$[Materials Cost]

- ****Total Estimate:**** \$[Total Cost]

****Additional Information****

- ****Timeline:**** The project is estimated to take [Estimated Duration].

- ****Warranty:**** [Details about warranties on labor and materials, if applicable]

- ****Payment Terms:**** [Payment terms and conditions]

If you have any questions or would like to discuss this estimate further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We look forward to the opportunity to work with you.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]