

[Your Company Letterhead]

[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. We are pleased to present our proposal for the HVAC services you require at [Project Location/Description of Work].

****Scope of Work:****

- [Description of services to be provided, e.g., installation, maintenance, repair]
- [Specific details about the project, e.g., types of systems, equipment brand/models]
- [Timeline for completion of the project]

****Cost Estimate:****

- Total estimated cost: \$[Total Cost]
- Breakdown of costs:
 - [Service 1]: \$[Cost]
 - [Service 2]: \$[Cost]
 - [Labor]: \$[Cost]
 - [Additional fees, if any]: \$[Cost]

****Warranty and Guarantees:****

- [Details about warranties on equipment, labor, etc.]

****Payment Terms:****

- [Details of payment schedule, deposits required, etc.]

We pride ourselves on our commitment to quality and customer satisfaction. If you have any questions or would like to discuss this proposal further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]