

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HVAC Project Bid Proposal

We are pleased to submit our proposal for the HVAC project at [Project Location/Name]. After assessing the project requirements, we have prepared a comprehensive bid that includes the following details:

1. ****Project Scope****
 - Description of work to be performed
 - Planned timeline
2. ****Pricing****
 - Detailed breakdown of costs
 - Payment terms
3. ****Experience & Credentials****
 - Overview of our company's qualifications
 - Relevant project experience
4. ****Warranty and Support****
 - Details on warranty offered
 - Post-installation maintenance services

We believe our expertise and commitment to quality make us an excellent fit for this project. We look forward to the opportunity to discuss our proposal further.

Thank you for considering our bid. Please feel free to reach out with any questions or requests for additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]