

[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]

Subject: Letter of Agreement for HVAC Work

Dear [Client's Name],

This Letter of Agreement ("Agreement") is made effective as of [Start Date] between [Your Company Name] ("Contractor") and [Client's Name] ("Client") for the provision of HVAC services as outlined below.

****1. Scope of Work****

The Contractor agrees to provide the following services:

- [Description of work to be done, e.g., installation, repair, maintenance]
- [Details about specific systems or units involved]
- [Timeline for completion]

****2. Payment Terms****

- Total cost of services: \$[Amount]
- Payment schedule: [e.g., deposit amount, payment due dates]
- Accepted payment methods: [e.g., cash, credit card, check]

****3. Responsibilities****

- The Contractor will provide all necessary labor, materials, and equipment to complete the work.
- The Client agrees to provide access to the property and any required permits.

****4. Warranty****

[Details about any warranties on work performed, e.g., duration, coverage]

****5. Miscellaneous****

- This Agreement constitutes the entire understanding between both parties and supersedes all prior negotiations.
- Any amendments to this Agreement must be made in writing and signed by both parties.

Please confirm your agreement to the above terms by signing below.

Sincerely,

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

[Client's Name]
Date: _____

[Your Name]
Date: _____