

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for HVAC Projects

I am writing to express our intention to collaborate with [Recipient Company] on upcoming HVAC projects. With our extensive experience in the HVAC industry and a commitment to delivering high-quality solutions, we believe this partnership could prove mutually beneficial.

We aim to outline the key aspects of our proposed collaboration:

1. ****Project Scope****: We propose to work together on [briefly describe the projects, e.g., installation, maintenance, or retrofit of HVAC systems].
2. ****Timeline****: Expected start and completion dates for the projects are [insert timelines].
3. ****Budgetary Considerations****: We anticipate a budget of approximately [\$amount] per project, subject to further discussions and adjustments as necessary.
4. ****Quality Assurance****: Our commitment to quality and safety stands at the forefront of our operations, ensuring adherence to industry standards and regulations.

We believe that our collaboration can lead to innovative solutions that meet our clients' needs effectively. We would appreciate the opportunity to meet and discuss this further at your convenience.

Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Signature (if sending a hard copy)]