

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: HVAC Contract Proposal

We appreciate the opportunity to provide you with our proposal for HVAC services. Our team at [Your Company Name] is committed to delivering high-quality solutions tailored to your needs.

****Project Description****

[Brief description of the HVAC project, including the scope of work, specific services to be provided, and any special requirements.]

****Timeline****

[Estimated start date] to [estimated completion date].

****Pricing****

[Provide a breakdown of costs, including materials, labor, and any other applicable fees.]

****Warranty and Maintenance****

[Outline any warranties for installation, equipment, or maintenance services included in the proposal.]

****Acceptance****

Please review the proposal and if you have any questions or require modifications, feel free to reach out. If you are in agreement with the terms, please sign and return the enclosed agreement.

Thank you for considering [Your Company Name] for your HVAC needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: HVAC Service Agreement]