

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

RE: HVAC Service Agreement

This letter serves as a formal service agreement between [Your Company Name] and [Client's Name] for HVAC maintenance services.

****Scope of Services:****

1. Routine maintenance checks
2. Filter replacements
3. System inspections
4. Minor repairs

****Terms of Agreement:****

- Duration: [Start Date] to [End Date]
- Frequency of Service: [e.g., quarterly, biannually]
- Payment Terms: [Specify payment amount and schedule]

****Responsibilities:****

- [Your Company Name] will provide skilled technicians and necessary materials.

- [Client's Name] agrees to provide access to the premises and inform [Your Company Name] of any issues promptly.

Please sign below to accept the terms of this service agreement. We look forward to serving your HVAC needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Client Signature: _____

Date: _____