

Request for Proposal: HVAC Repair Services

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

We are seeking qualified vendors to provide HVAC repair services for our facilities located at [Facility Address]. Our goal is to ensure optimal performance and efficiency of our HVAC systems, as well as to maintain a comfortable environment for our staff and visitors.

We would like to invite your company to submit a proposal that includes the following:

- Overview of your company and experience in HVAC repair services
- Detailed list of services offered
- Pricing structure and payment terms
- References from similar projects
- Proposed timeline for service delivery

Please submit your proposal by [Submission Deadline] to [Your Contact Information]. We look forward to your response and thank you for your interest in working with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]