

HVAC Cleaning Timeline Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Company Name]

Subject: Planned HVAC Cleaning Timeline

Dear [Recipient Name],

We would like to inform you of the scheduled cleaning of your HVAC system, aimed at ensuring optimal performance and efficiency. Below is the planned timeline:

Cleaning Schedule

- **Pre-Cleaning Inspection:** [Insert Date] - Our team will assess the current state of your HVAC system.
- **Cleaning Phase 1:** [Insert Date] - Initial cleaning of ducts and vents.
- **Cleaning Phase 2:** [Insert Date] - Deep cleaning of the HVAC unit.
- **Final Inspection:** [Insert Date] - Ensuring all cleanings are up to standard.

If you have any questions or concerns regarding the timeline, please feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]