

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a maintenance service for the HVAC system at my property located at [Property Address]. To ensure the system operates efficiently and effectively, I would like to schedule a routine maintenance check. Please let me know your available dates and times for this service. Additionally, I would appreciate it if you could provide any information regarding the maintenance procedures and any costs involved.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]