

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: HVAC Repair Request

I hope this letter finds you well. I am writing to formally request a repair service for my HVAC system located at [Property Address].

Details of the Issue:

- Description of the problem: [Provide a brief description of the issue]
- Date issue was first noticed: [Date]
- Any previous service dates: [Dates if applicable]

Given the urgency of the situation, I would appreciate it if you could schedule an appointment at your earliest convenience. Please let me know about your availability for the repair.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]