

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

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

Dear [Recipient Name],

Subject: HVAC Repair Notification

I hope this message finds you well. I am writing to inform you that the HVAC system at [property address] requires urgent repairs. Our maintenance team has identified the following issues:

1. [Brief description of issue 1]
2. [Brief description of issue 2]
3. [Brief description of issue 3]

To address these concerns, we have scheduled a repair appointment for [date] at [time]. Please ensure that the area around the HVAC unit is accessible for the technician.

If you have any questions or need to reschedule, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]