

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

[Date]  
[HVAC Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HVAC Company Name/Technician's Name],

Subject: Request for HVAC Repair

I hope this message finds you well. I am writing to request service for my HVAC system, which is currently experiencing [briefly describe the issue, e.g., inadequate cooling, strange noises, etc.].

Details of the HVAC System:

- Brand/Model: [Brand/Model Name]
- Age: [Age of the unit]
- Last service date: [Date of last maintenance/service]

I would appreciate it if you could send a technician to assess and repair the system at your earliest convenience. Please let me know your available appointment times, and I will do my best to accommodate.

Thank you for your attention to this matter.

Sincerely,

[Your Name]