

[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 or Contact Person],  
I hope this letter finds you well. I am writing to inquire about HVAC repair services for my property located at [property address].  
Recently, I have noticed [describe the issue you are experiencing, e.g., unusual noises, inconsistent temperatures, etc.]. This has resulted in [explain any impact, e.g., discomfort, increased energy bills, etc.]. I am looking for a professional assessment and repair of the system.  
Could you please provide me with information regarding your availability for a diagnostic visit and the estimated costs associated with the repair services? Additionally, I would appreciate any details about your qualifications and experience in HVAC repairs.  
Thank you for your time and assistance. I look forward to your prompt response.  
Sincerely,  
[Your Name]