

[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 message finds you well. I am writing to request a consultation regarding HVAC services for my property located at [Property Address].

I am considering [briefly describe the project: installation, maintenance, repair, etc.], and I would appreciate your expertise in assessing my needs.

Please let me know your availability for a consultation and any preliminary information you may require from my side.

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

Sincerely,

[Your Name]