

[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],

Subject: Inquiry Regarding HVAC Technician Services

I hope this message finds you well. I am writing to inquire about the HVAC technician services offered by [Company Name].

[Briefly describe the issue you are experiencing or the specific service you need. For example: "I am currently facing issues with my air conditioning system and would like to know if your technicians are available for an assessment."]

Additionally, I would appreciate any information regarding your pricing, availability, and whether you provide warranty on your services.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]