

[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 Contact Name],

I hope this message finds you well. I am writing to inquire about your HVAC repair services for my residence located at [Your Address]. I have recently experienced [briefly describe the issue, e.g., inconsistent heating/cooling, unusual noises, etc.], and I am seeking professional assistance to resolve this matter.

Could you please provide me with the following information:

1. Availability for scheduling a service call
2. Cost estimates for diagnostics and repairs
3. Information on any warranties for parts and labor
4. If applicable, details about service contracts or maintenance plans

I appreciate your prompt attention to my inquiry and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]