

[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/Manager's Name],

I hope this message finds you well. I am writing to request urgent HVAC repair services for my property located at [property address].

[Briefly explain the issue with the HVAC system, e.g., "The system is not cooling properly," or "There is a strange noise coming from the unit."]

This issue has resulted in [explain any consequences, e.g., "uncomfortable living conditions," or "potential damage to the property"].

Given the urgency of the situation, I would greatly appreciate it if you could send a technician as soon as possible to assess and resolve the issue. Please let me know your availability for service.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Contact Information]