

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[HVAC Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HVAC Technician's Name or "HVAC Team"],  
I hope this letter finds you well. My name is [Your Name], and I am reaching out to request HVAC service for my residence located at [Your Address]. I have been experiencing [brief description of the issue, e.g., inconsistent heating, unusual noises, etc.], and would appreciate your assistance in resolving this matter.

I would like to schedule an appointment for a technician to assess the situation and provide the necessary repairs or maintenance. My availability is [insert days and times you are available, e.g., weekdays after 5 PM, weekends, etc.], but I am willing to accommodate your schedule as much as possible.

Please let me know what dates and times you have available. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Contact Information]