

[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 address an issue we are currently experiencing with our HVAC system at [Your Address].

The system has been [briefly describe the issue, e.g., "not cooling properly," "making unusual noises," etc.]. We first noticed this problem on [date you noticed the issue] and it has since [explain any changes in the situation or how it has progressed].

Given the importance of a properly functioning HVAC system, especially with the current weather conditions, I would appreciate your prompt attention to this matter. I kindly request a professional assessment and necessary repairs to ensure the comfort and safety of our environment. Please let me know your availability for a service appointment. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]