

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally document ongoing issues with the HVAC system in my property located at [Property Address] that require urgent attention.

The specific problems I have been experiencing include:

1. [Issue 1: e.g., inconsistent temperature control]
2. [Issue 2: e.g., unusual noises coming from the unit]
3. [Issue 3: e.g., frequent system shutdowns]

These issues have persisted since [date issues began], and despite previous attempts to rectify the situation on [dates of previous repairs or service calls], the problems remain unresolved.

I kindly request that a qualified technician be sent to address these issues at your earliest convenience. Please let me know when I can expect someone to come out, as the HVAC functionality is crucial for maintaining a comfortable living environment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]