

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

Dear [Repair Company Name or Contact Person],
I hope this letter finds you well. I am writing to request a repair for my HVAC system, which has been experiencing issues since [mention the date or time frame].

The problems I have noticed include:

- [Describe the first issue]
- [Describe the second issue]
- [Any additional issues or symptoms]

Due to these issues, my home has become uncomfortable, and I would greatly appreciate your prompt attention to this matter. Please let me know your availability for scheduling a repair visit.

Thank you for your assistance. I look forward to your response.

Sincerely,
[Your Name]