

[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/Technician's Name],

I am writing to request your assistance with the HVAC system in my home located at [Your Address]. I have been experiencing several issues that require urgent attention.

1. **Cooling Issue**: The air conditioning unit is not cooling effectively, leading to increased temperatures in the home.
 2. **Strange Noises**: There are irregular sounds coming from the HVAC system, which may indicate a mechanical problem.
 3. **Increased Energy Costs**: I have noticed a significant increase in my energy bills, which may be related to the inefficiency of the system.
- Please let me know your availability for a consultation and repair service. I appreciate your prompt attention to these issues and look forward to your response.

Thank you.

Sincerely,

[Your Name]