

[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/Contact Person],

I hope this message finds you well. I am writing to request an estimate for HVAC repair services at my property located at [Property Address]. The system is experiencing [briefly describe the issue, e.g., inadequate cooling, unusual noises, etc.], and I would like to have it inspected and repaired at your earliest convenience.

Please let me know your availability for a service appointment and any information you may need to provide an accurate estimate.

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

Sincerely,
[Your Name]