

[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 request your services for carpet odor removal in my home located at [Your Address].

Recently, I have noticed an unpleasant odor emanating from the carpet in [specify room or area, if applicable]. Despite my efforts to clean it, the smell persists, and I believe professional intervention is necessary to fully address the issue.

I would like to know more about your carpet odor removal process, the products you use, and the estimated time and cost for this service. Additionally, I would appreciate any tips or recommendations you may have for maintaining the carpet's freshness after treatment.

Please let me know your availability for a consultation or service appointment at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]