

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

[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Smoke Odor Removal

I hope this letter finds you well. I am writing to formally request assistance in addressing a smoke odor issue in my property located at [property address].

Despite my efforts to mitigate the smell, the persistent odor continues to affect the comfort and livability of the space. I believe that professional smoke odor removal services would be necessary to effectively resolve this issue.

I would appreciate it if you could provide information on your smoke odor removal services, including options, pricing, and availability.

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

Sincerely,
[Your Name]