

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance in addressing an odor issue with my upholstered furniture. Despite regular cleaning and care, a persistent smell has developed, which I believe requires professional intervention.

Item Description:

- Type of Furniture: [e.g., Sofa, Chair]
- Material: [e.g., Fabric, Leather]
- Size: [Approximate dimensions]
- Purchase Date: [Date or approximate time frame]

The odor has become increasingly noticeable, making it uncomfortable for use. I would appreciate your expertise in assessing the situation and recommending an effective odor removal service.

Please let me know your availability for an inspection or consultation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]