

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name or "To Whom It May Concern"],

Subject: Service Request for Home Repairs

I hope this letter finds you well. I am writing to request repairs at my home located at [Your Address].

The repairs required are as follows:

1. [Describe the first issue, e.g., "Leaky faucet in the kitchen."]
2. [Describe the second issue, e.g., "Broken window in the living room."]
3. [Describe any additional issues, e.g., "Cracked ceiling in the bathroom."]

I would appreciate it if you could schedule a visit at your earliest convenience to assess these issues and provide an estimate for the repairs. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

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

Sincerely,
[Your Name]