

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Service Request

Dear [Vendor Contact Name],

I hope this message finds you well. We are writing to formally request the following service:

****Service Description:****

[Detailed description of the service required]

****Request Details:****

- ****Service Location:**** [Specify location]

- ****Preferred Start Date:**** [Date]

- ****Expected Completion Date:**** [Date]

- ****Additional Requirements:**** [Any specific requirements or instructions]

Please confirm the receipt of this request and provide us with your availability and any relevant terms or conditions associated with the service.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]