

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Service Provider's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request your services for repairs needed for a malfunctioning water closet in my home.

The issue involves [briefly describe the problem, e.g., frequent clogging, leaking, etc.]. This has caused [mention any impact, e.g., inconvenience, damage, etc.].

I would appreciate it if you could schedule a visit at your earliest convenience to assess and repair the situation. Please let me know your availability in the coming days.

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

Sincerely,
[Your Name]