

[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 yard maintenance at my property located at [Your Address]. I would like to schedule maintenance that includes [specific services needed, e.g., lawn mowing, trimming, weeding, etc.].

Please let me know your availability and pricing for these services. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]