

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

[Date]

[HVAC Company Name or Property Management Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

Subject: HVAC System Repair Request - [Property Address]

Dear [Name],

Following the HVAC inspection conducted on [Date of Inspection] by [Technician Name], I am writing to formally request the necessary repairs identified in the inspection report.

Based on the inspection findings, the following issues need to be addressed:

- [Issue 1: e.g., Replacement of worn blower belt]
- [Issue 2: e.g., Repair of refrigerant leak in the condenser coil]
- [Issue 3: e.g., Calibration of the thermostat]
- [Issue 4: e.g., Cleaning of heavily soiled evaporator coils]

Please provide a written estimate for the total cost of these repairs, including parts and labor. If these repairs are covered under an existing warranty or service contract, please confirm this in your response.

I would like to schedule these repairs as soon as possible to ensure the system operates efficiently and to prevent further damage. Please contact me at [Phone Number] to coordinate a service date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]