

HVAC Service Request

Date: [Insert Date]

To: [Landlord's Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request service for the HVAC system in my rental unit located at [Your Address]. I have noticed that [describe the issue, e.g., it is not heating properly, or it is making unusual noises].

Given the current situation, I would appreciate it if you could arrange for a technician to inspect and service the system at your earliest convenience. Please let me know when I can expect someone to come by for this service.

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

Sincerely,

[Your Name]