

# Inquiry for Heating System Servicing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the servicing of the heating system in my rental home located at [Rental Property Address].

As the colder months are approaching, I wanted to ensure that the heating system is properly maintained and functioning efficiently. Could you please provide information on the scheduling of servicing, any associated costs, and the technician's availability?

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

Sincerely,

[Your Name]