

Home Maintenance Service Scheduling Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about scheduling a home maintenance service at my residence located at [Your Address]. I am interested in the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Please let me know your availability for the upcoming weeks, as well as any necessary information regarding pricing and preparation.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]