

# Home Maintenance Scheduling Inquiry

Dear [Maintenance Company Name],

I hope this message finds you well. I am writing to inquire about scheduling maintenance for my home located at [Your Address].

Could you please provide me with available dates and times for the following services?

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

Additionally, I would appreciate any information regarding your rates and any necessary preparations I should make prior to the maintenance visits.

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

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]