

Maintenance Service Inquiry

Date: [Insert Date]

To: [Maintenance Service Provider Name]

Address: [Provider Address]

Dear [Provider Name],

I am writing to inquire about your maintenance services for our commercial building located at [Building Address]. We are looking for a reliable service provider to address various maintenance needs, including but not limited to:

- Routine inspections
- Plumbing services
- Electrical repairs
- HVAC maintenance
- Cleaning and janitorial services

Please provide us with your service packages, pricing, and availability. Additionally, we would appreciate any references from similar commercial properties you have serviced in the past.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]