

# Maintenance Service Inquiry

Date: [Insert Date]

To: [Maintenance Service Provider Name]

From: [Your Hospitality Establishment Name]

Address: [Your Establishment Address]

Email: [Your Establishment Email]

Phone: [Your Establishment Phone]

Dear [Service Provider Name],

I hope this message finds you well. I am writing to inquire about your maintenance services for our hospitality establishment, [Your Establishment Name]. We are looking to ensure that our facilities are well-maintained and in optimum condition for our guests.

Specifically, we are interested in the following services:

- Routine maintenance checks
- Emergency repair services
- Cleaning and upkeep of common areas
- Inspection of HVAC systems
- Restoration and renovation services

Could you please provide us with your service offerings and pricing details? Additionally, we would appreciate information on your availability and response times for urgent requests.

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

Sincerely,

[Your Name]

[Your Position]

[Your Establishment Name]