

Maintenance Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Retail Shop Name]

[Shop Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Maintenance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Maintenance Company Contact Name],

I am writing to inquire about maintenance services for our retail shop, [Your Retail Shop Name], located at [Shop Address]. We are interested in understanding the range of services you offer, particularly in the areas of:

- Electrical Repairs
- Plumbing Services
- HVAC Maintenance
- General Repairs
- Cleaning Services

We would appreciate it if you could provide us with information regarding your pricing, availability, and any service packages you may offer. Additionally, we would like to know your response time for urgent maintenance issues.

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

Sincerely,

[Your Name]

[Your Position]

[Your Retail Shop Name]