

Service Availability Request

Date: [Insert Date]

To: [Service Provider's Name]
[Service Provider's Company Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the availability of your services for our commercial business, [Your Company Name], located at [Your Company Address]. We are interested in [specific services needed] and would like to know your availability for the upcoming months.

Could you please provide information regarding your service schedule, pricing, and any additional details we should be aware of? We want to ensure that we can meet our operational needs effectively.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]