

# Letter Template for Pressing Service Requirement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

## **Subject: Request for Pressing Service**

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request your pressing services for my clothing items. I have a selection of garments that require professional pressing to restore their appearance.

Details of the service required:

- Item 1: [Description of the item]
- Item 2: [Description of the item]
- Item 3: [Description of the item]

I would appreciate it if you could provide me with information regarding your availability and any associated costs. Additionally, please let me know the preferred method for dropping off and picking up my items.

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

Sincerely,

[Your Name]