

# Maintenance Services Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

[Maintenance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Maintenance Company Contact Name],

I hope this letter finds you well. I am writing on behalf of [Institution Name] to inquire about the maintenance services your company offers, specifically tailored for educational institutions.

As we strive to maintain a safe and conducive learning environment for our students and staff, we are seeking comprehensive maintenance solutions that may include:

- Regular facility maintenance
- Emergency repairs
- Cleaning services
- Landscaping and exterior maintenance

Could you please provide us with detailed information regarding your services, pricing, and availability? We are also interested in any references you may have from similar institutions.

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

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]