

Urgent Request for Expedited Repair Service

Date: [Insert Date]

To: [Repair Service Provider Name]

Address: [Repair Service Provider Address]

Dear [Repair Service Provider],

I hope this message finds you well. I am writing to urgently request expedited repair services for [describe the issue, e.g., "a broken HVAC system in our office"]. This issue has significantly affected our operations and must be addressed immediately.

Details of the service required:

- Type of Equipment: [e.g., HVAC System]
- Model/Serial Number: [Insert Number]
- Location of the Equipment: [Insert Location]

We would greatly appreciate it if you could prioritize our request and provide an estimated timeline for when your team can come to assess and repair the issue. Please let us know if you require any further information.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]