

Service Enquiry Letter Format

[Your Name]

[Your Address]

[City – PIN Code]

[Date]

Customer Service Manager

[Service Provider Name]

[Address]

[City – PIN Code]

Subject: Enquiry Regarding Annual AC Maintenance Service

Dear Sir/Madam,

I am interested in signing up for your annual air conditioner maintenance service for my office located in Delhi. I came to know about your services through a Google search.

Kindly share the service packages, visit frequency, pricing, and service coverage. Also, let me know if your technicians are available on weekends.

Awaiting your detailed response.

Yours sincerely,
Anita Kapoor

