

Formal Service Request Letter

Subject: Request for [Specific Service]

Dear [Service Provider Name],

I am writing to formally request [specific service] for [details of the requirement]. We require this service to be carried out by [desired date or timeframe].

Please provide confirmation of your availability and any terms or requirements we should be aware of.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-for-service-letter>