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| --- |
| **[Logo]** |

[CompanyName]

[CompanyAddress1]   
[CompanyAddress2]    
[CompanyAddress3]    
[CompanyPostcode]

Tel: [CompanyTelephoneNumber] Email: [CompanyEmail] Website: [[CompanyWebsite]](mailto:sales@gabriel.co.uk)

[theDate]

[Name]

[Address1]

[Address2]

[Address3]

[Address4]

[Address5]

[Postcode]

Dear [Name]

We have been asked to contact you on behalf of Domestic & General to carry out the annual service of your boiler.

Please would you kindly contact us on **[CompanyTelephoneNumber]** to arrange an appointment for our engineer to attend and carry this out.

Our appointment time slots are morning (between 8am and 1pm) or afternoon (between 12pm and 6pm). Please give some consideration as to which time slot would be most convenient for you.

Thank you for your co-operation.

Yours sincerely

[CompanyName] Service Department