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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]

Further to our recent visit, the new parts for your gas appliance/heating system are now in stock.

Please would you kindly call our office on **[CompanyTelephoneNumber]** between 8.30am and 5pm to arrange an appointment for an engineer to attend.

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