[GoldenRule]

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

[CompanyName]

[CompanyAddress1]

[CompanyAddress2]

[CompanyAddress3]

[CompanyPostcode]

[Tel:](Tel:01603309590) [CompanyTelephoneNumber]

Email: [CompanyEmail]

|  |  |
| --- | --- |
| $Name  $Address1  $Address2  $Address3  $Address4  $Postcode | Your Ref: $JobRef  $TheDate |

Date

Dear $Name

[CompanyName] are contracted by $Customer to look after your Solar PV installation as part of the whole house maintenance program.

An appointment has been arranged to visit your property on **$Date $AMPM** If this appointment is inconvenient please contact our customer service team on [CompanyTelephoneNumber] **Monday – Friday (08:00 to 17:00)** or email [CompanyEmail]

Please note: a responsible adult, aged 18 or over, must be present when we visit.

Our contact number is **[CompanyTelephoneNumber]**

We need to access the loft area and where the fuse board is located, as well check the panels on the roof (access to the roof is not necessary as the check is carried out from ground level). We remind you that it is **within your tenancy agreement** to provide access for us to complete these works.

Your assistance is very much appreciated.

Yours sincerely

[CompanyName]

on behalf of $Customer

**Registered No:** 5086439

**VAT No:** 858 4532 91