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

As part of your Alpha Aftercare service contract you receive an annual service to your boiler.

Please would 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