|  |
| --- |
| **[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 Star maintenance cover plan you receive an annual service to your appliance(s). 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.

**Please note all cover plan servicing must be carried out by the end of September.**

Please disregard this letter is you have already had your service this policy year.

Yours sincerely

[CompanyName] Service Department