hsl\_salutation firstname lastname suffix

hsl\_contactaddress\_line1

hsl\_contactaddress\_line2

hsl\_contactaddress\_line3

hsl\_contactaddress\_town

hsl\_contactaddress\_county

hsl\_contactaddress\_postalcode

**{Date}**

Dear hsl\_salutation lastname suffix

**Complaint Reference: hsl\_complaintreferencenumber**

**Policy Reference: hsl\_name**

**Claim reference: hsl\_claimreferencenumber**

**### Please insert text here ###**

Should you have any further queries regarding your complaint, please do not hesitate to let me know. You can write to me using the above postal address or alternatively you can contact me via email or telephone on the information below.

hsl\_departmentcontactdetails

Yours sincerely

hsl\_lettersignaturelines