[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: PART ARRIVAL NOTICE / REQUEST TO SCHEDULE SERVICE**

Dear [CONTACT NAME],

We have now received the required part for your [DESCRIBE] repair.

Several attempts have been made to contact you in order to arrange a suitable date and time to visit and carry out the repairs.

Please telephone us at [NUMBER] so that arrangements can be made to come to your home and complete this work. The total cost of the part, including sales tax, is [AMOUNT]. This amount will be payable at the time of installation.

Thank you.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]