

Service Scheduling Request Letter

This package contains:

1. Instructions & Checklist for a Service Scheduling Request Letter
2. Service Scheduling Request Letter

Instructions & Checklist for Service Scheduling Request Letter

- This package contains (1) Instructions & Checklist for Service Scheduling Request Letter; and (2) Service Scheduling Request Letter;
- This form is designed to assist you in drafting a letter for when you wish to notify someone an order part has arrived and you need schedule a service visit.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account/Invoice Number]

Dear [Name of Recipient]:

Thank you for doing business with [Company Name].

On [Date], you ordered [Item]. I am writing to inform you that your part has arrived. Please contact us at your earliest convenience to schedule a time for our service team to complete the needed work. Our business hours are [Business Hours], and you may call [Phone Number] to schedule your appointment.

I thank you again for choosing to do business with [Company Name].

Sincerely,

[Your Name]
[Title]