

tenant's address

Tuesday, 08 December 2020

Dear ***tenant's name***

Re: Proposed Asbestos Works - * tenant's address*****

Shield Services Group have been appointed by ***client name *** to attend your property and carry out ***scope of works***

We are hoping to carry out these works on ***proposed date and time***

Please could you kindly contact Hannah on **01392 367299** at your earliest convenience to confirm if this would be a suitable day for us to visit your property to carry out these important works. Thank you in advance for your help.

Kind regards,

sign

Hannah Miotla
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