[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REQUESTING PICKUP OF FIXED PRODUCT**

Dear [CLIENT NAME],

We have been unsuccessful in our attempts to contact you on [DATE]. We wanted to let you know that your [PRODUCT] has been fixed and is ready to be collected.

Since we will be closed from [DATE] to [DATE], we wanted to ensure that you will be able to collect your product in time.

Please advise us as to your intentions when you can

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]