

# Notice of Inoperative Oven

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your oven, Model [Insert Model Number], has been reported as inoperative. We understand that this can cause inconvenience, and we are here to assist you.

Please contact our customer service at [Insert Phone Number] or [Insert Email Address] to schedule a service appointment at your earliest convenience.

Thank you for your attention to this matter. We look forward to resolving the issue swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]