

# Emergency Boiler Service Alert

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an emergency situation regarding your boiler service. Our records indicate that your boiler requires urgent attention due to [briefly describe the issue, e.g., unusual noises, leaks, malfunction].

Our certified technicians are available to address this matter immediately. We highly recommend scheduling a service appointment as soon as possible to prevent further complications.

Please contact our office at [insert phone number] or reply to this email to arrange a suitable time for our team to visit.

Thank you for your prompt attention to this urgent matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]