

# Maintenance Service Appointment Notification

Dear [Customer Name],

We would like to inform you that your maintenance service appointment has been scheduled as follows:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Service Location]

Please ensure that someone is present at the location to allow our technician to perform the necessary maintenance. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for choosing our service!

Sincerely,

[Your Company Name]

[Your Company Contact Information]