

# Telecom Service Appointment Inquiry

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the appointment for the telecom service installation scheduled on [insert date of appointment].

I would like to confirm the time of the appointment, as well as the name of the technician who will be attending. If there are any documents or information I need to prepare prior to the appointment, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]