

# Appointment Reminder

Dear [Customer Name],

This is a friendly reminder that you have an appointment scheduled with us for your telecom service.

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Technician:** [Technician Name]

If you have any questions or need to reschedule, please contact us at [Contact Number] or [Email Address].

Thank you for choosing our service!

Sincerely,  
[Your Company Name]