

Scheduled Telecom Service Reminder

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your scheduled telecom service appointment is set for **[Date]** at **[Time]**.

Our technician will arrive at your location at the scheduled time to provide the necessary services. Please ensure that someone is available to grant them access to your premises.

If you need to reschedule or have any questions, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]