

Telecom Service Appointment Reminder

Dear [Customer Name],

This is a reminder that you have a scheduled service appointment with us on [Date] at [Time].

Our technician will arrive at your location to assist with [Service Type]. Please ensure that you or someone authorized is available to provide access to the premises.

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

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]