

Telecom Service Visit Date Reminder

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder regarding your upcoming telecom service appointment scheduled for:

Date: [Appointment Date]

Time: [Appointment Time]

Please ensure that someone is available at your premises to allow our technician access. If you have any questions or need to reschedule, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for choosing [Company Name] for your telecom needs!

Best regards,
[Your Name]
[Your Position]
[Company Name]