

Appointment Confirmation

Dear [Customer Name],

We are writing to remind you of your upcoming appointment with our telecom service technician.

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Service Address]

Please ensure that someone is available at the given address to assist our technician. If you need to reschedule, feel free to contact us at [Contact Number] or [Email Address].

Thank you for choosing our services!

Best regards,

[Your Company Name]

[Your Company Contact Information]