

Telecom Pre-Installation Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your telecom pre-installation evaluation is scheduled for [Insert Date and Time]. Our team will assess the site to ensure all necessary requirements are met before the installation process begins.

Please ensure that the following items are available for our evaluation:

- Access to the installation site
- Existing network documentation
- Completed site survey forms

If you have any questions or need to reschedule, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]