

Confirmation of Tech Setup Schedule

Dear [Recipient's Name],

We are pleased to confirm the schedule for the technology setup as discussed. Below are the details of the appointment:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Team Members:** [Insert Names]

We look forward to working with you to ensure a smooth setup process. If you have any questions or need to reschedule, please do not hesitate to contact us.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]