Letter of Acknowledgment for Software Demo Timing

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We would like to formally acknowledge the scheduled timing for the software demonstration of [Software Name] on [Demo Date] at [Demo Time]. We appreciate your willingness to present the features and capabilities of the software, and we look forward to gaining valuable insights during the demo.

Please let us know if there are any specific preparations needed on our end prior to the demonstration. We are excited to see how [Software Name] can meet our needs and enhance our operations.

Thank you once again for this opportunity. We look forward to your presentation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]