Verification of Tech Software Demo Schedule

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to confirm your scheduled demonstration of our latest tech software. The details of the demo are as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Duration: [Insert Duration]
- Location: [Insert Location/Online Link]

Please ensure you have the necessary equipment for an optimal viewing experience. If you have any questions or need to change the schedule, feel free to contact me at [Your Contact Information].

We look forward to showcasing the capabilities of our software to you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]