

# Courtesy Reminder: Sink Fixture Installation

Dear [Customer's Name],

This is a friendly reminder regarding your upcoming sink fixture installation scheduled for [Date] at [Time]. We are excited to assist you with this project!

Please ensure that the installation area is accessible and that any personal items are cleared from the vicinity of the sink. If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We look forward to serving you!

Best regards,

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