

Confirmation of Window Screen Replacement Appointment

Dear [Tenant's Name],

We are writing to confirm your appointment for the window screen replacement in your unit.

Appointment Details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Tenant's Address]

Please ensure that someone is available at the scheduled time to grant access to the service personnel. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]