

Notification of Furniture Repair

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to notify you that we have scheduled a repair service for your furniture. The details are as follows:

- **Item:** [Description of Furniture]
- **Repair Date:** [Insert Date]
- **Time:** [Insert Time]
- **Repair Technician:** [Technician's Name]

Please ensure that the area surrounding the item is clear for the technician's access. 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 Position]

[Your Company]

[Your Contact Information]