

Service Installation Request Confirmation

Date: [Insert Date]

Dear [Customer Name],

Thank you for your request regarding the installation of [Service/Product Name]. We are pleased to confirm that your installation is scheduled for [Insert Date and Time].

Details of the Installation:

- Service/Product: [Service/Product Name]
- Installation Address: [Customer Address]
- Technician Name: [Technician Name]

Please ensure that someone is present at the installation address during the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Info]