

On-Site IT Support Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your on-site IT support appointment scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

The support technician will assist you with the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Please ensure that you are available at the scheduled time and that the necessary equipment is accessible for the technician.

If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for choosing our IT support services.

Best regards,
[Your Name]
[Your Position]
[Your Company's Name]
[Your Contact Information]