

Installation Schedule Confirmation

Dear [Recipient's Name],

We are pleased to confirm the installation schedule for the upcoming event, [Event Name], which will take place on [Event Date]. Below are the details of the setup:

Installation Schedule

- **Date:** [Installation Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Venue/Address]
- **Contact Person:** [Your Name, Phone Number]

Please ensure that all necessary equipment and materials are available for a smooth setup. If there are any changes or additional requirements, do not hesitate to contact us.

Thank you for your cooperation. We look forward to a successful event!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]