

Arrangement for Desktop Support Specialist Visit

Dear [Recipient's Name],

I hope this message finds you well. We would like to arrange a visit from our Desktop Support Specialist to address the ongoing technical issues you have been experiencing.

Please let us know your availability for the following proposed dates and times:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

If none of these options work for you, feel free to suggest alternative dates and times that might be more convenient.

Thank you for your cooperation, and we look forward to resolving your issues promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]