

Desktop Support Intervention Coordination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Coordination of Desktop Support Intervention

Dear [Recipient's Name],

I hope this message finds you well. We are writing to coordinate a desktop support intervention to address [briefly describe the issue]. Our goal is to ensure that you receive the necessary assistance to resolve the matter promptly.

Please find the proposed schedule for the intervention below:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location/Virtual Meeting Link]

If the proposed time does not work for you, please let us know your availability so we can make the necessary adjustments.

Thank you for your cooperation. We look forward to assisting you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]