

Desktop Support Visit Planning

Dear [Employee/Team Name],

We are writing to inform you about the upcoming desktop support visit scheduled for **[Date]** at **[Time]**. The support team will be available to assist you with any technical issues you may be experiencing.

Visit Details:

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

Please ensure that your devices are ready for inspection before the visit. If you have specific issues you would like to address, feel free to list them by replying to this email.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]