

Desktop Assistance Visit Scheduling

Dear [Employee Name],

We hope this message finds you well. We would like to schedule a visit for our desktop assistance team to address your technical issues.

Please provide your availability for the following dates:

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

Once we receive your preferred time slot, we will confirm the appointment accordingly.

Thank you for your cooperation.

Best regards,

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