

Confirmation of Tech Assistance Meeting

Dear [Recipient's Name],

We are pleased to confirm your Tech Assistance Meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location/Platform Link]

Please do not hesitate to reach out if you have any questions or require further assistance prior to the meeting.

Looking forward to our discussion!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]