

Appointment Acknowledgment

Dear [Customer Name],

Thank you for contacting our technical support team. We are writing to confirm your appointment scheduled for:

Date: [Appointment Date]

Time: [Appointment Time]

Technician: [Technician Name]

The appointment will take place at the following location:

[Appointment Location]

Please ensure that you are available at the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Support Contact Number] or [Support Email].

We appreciate your cooperation and look forward to assisting you!

Best regards,

[Your Company Name]

[Your Company Contact Information]