

Utility Service Check Appointment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We are writing to confirm your appointment for a utility service check on [Insert Appointment Date] at [Insert Time]. Our technician will arrive at your address to ensure that your [Specify Utility Service: electricity, water, gas] is functioning properly.

Please make sure that someone is present at the premises to grant access to our technician. If you have any specific concerns you would like us to address during this visit, feel free to reply to this email or contact us at [Customer Service Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]